



### Office Support Administrative Assistant

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Department: Administration  
Posting Date: April 22, 2022  
Location: Garden Village, ON  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Director of Administration  
Salary Range: \$17.00-\$22.00/hour

#### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing May 6, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

#### **Closing May 20, 2022 - 2nd Round**

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

#### **Closing June 3, 2022 - 3rd Round**

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

The Office Support Administrative Assistant will be responsible to provide secretarial, clerical and administrative support in various departments throughout the organization.

#### **What you'll do in the role**

- Maintain central, electronic file system and in-department filing systems to ensure that documents are filed on a regular basis and files are current.
- Assist the Infrastructure and Health Department in maintaining and meeting agreement requirements in consultation with the Finance Department.
- Assist in posting communications by preparing and posting notices to the community, including on the digital community signs.
- Assist in coordinating events and community consultations as needed.
- Provide general administrative support to various departments such as preparation of briefing notes, reports, cheque requisitions, timesheets, as well as creating forms as needed.
- Oversee and maintains an inventory for NFN building FOBs and keys and coordinating agreements with staff and in consultation with the Human Resources Department for new hires.
- Oversee hall and room bookings, ensuring that agreements are in place and venue details are coordinated.



## Employment Opportunity

- Attend committee meetings as assigned to record minutes, including Council meetings as needed.
- Other general office duties as needed.

### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### **What you bring to the table**

- Must have a post-secondary diploma in Office Administration or a minimum 2-years work experience in an office setting.
- Must have demonstrated computer literacy and proficiency in computer application such as Windows, Microsoft Office 365 and internet applications.
- Working knowledge of office equipment such as multi-user phone, printers and fax machines.
- Must have a valid driver's licence and access to a vehicle.
- Must have respect for Indigenous culture and willingness to learn Ojibwe.
- Ability to speak, write and understand Nipissing Nishinaabemwin would be considered a definite asset.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**