



### Office Administrator, Social Services

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#### **Social Services is hiring – be a part of a growing Team!**

Department: Social Services  
Posting Date: October 14<sup>th</sup>, 2022 – Open until filled  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Director of Social Services

The Office Administrator will provide secretarial, clerical, administrative, and project support services for the First Nation Social Services. The primary responsibility of this position is to provide administrative office support to the Director of Social Services and department managers as needed.

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

- Screen and direct phone calls as appropriate from clients, external agencies, NFN management or leadership.
- Coordinate appointments and scheduling for the Director, ensuring calendars are always updated.
- Manage files and draft correspondence, reports and internal office communications and directives
- Prepare funding and grant applications and reconcile expense reports
- Order office and program supplies with attention to budget
- Develop and maintain an inventory and logging system for all equipment
- Develop and create flyers, pamphlets, and forms
- Prepare and distribute documents, forms or other communications as required
- Provide support to Band Representative Administrative Assistant as needed
- Complete other job-related duties as may be assigned by the Director of Social Services

#### **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**



## Employment Opportunity

- Respect for Indigenous culture and willingness to learn Ojibwe
- Graduate of a post-secondary program in Office Administration or relevant field is required
- Minimum of 3 years' experience in professional office setting
- Strong interpersonal skills when interacting with individuals, groups, multi-disciplinary teams and the public
- Strong computer skills, including Microsoft applications (in particular Office 365, Outlook, Excel)
- High level of proficiency and accuracy in clerical tasks including data entry, keyboarding, proofreading of notes, filing systems, documentation
- Excellent time management, organizational and communication skills
- Must have the ability to identify alternate solutions to problems and recommend or select the optimum solutions based on objectives and criteria
- Solid knowledge and skillset to provide administrative support services
- High level sensitivity to native issues

### **Application Deadlines:**

This posting is currently open to all qualified applicants until filled. As with all postings, registered Nipissing First Nation members will be given priority consideration. Please advise your status when submitting your application.

***Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications. 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.***

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.

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