



Employment Opportunity

Executive Assistant

Department: Administration
Posting Date: November 22, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Permanent
New or Existing: Existing
Vacancies: 1
Reports To: Executive Services Supervisor
Starting Salary: \$47,356.40

We are seeking a highly organized and proactive Executive Assistant to join our dynamic team and provide comprehensive support to Nipissing First Nation. This is a vital role that will ensure seamless coordination of day-to-day operations, efficient communication, and effective scheduling for our Director of Administration and the Executive Services Supervisor. The successful candidate will have excellent interpersonal skills, exceptional attention to detail, and the ability to multitask effectively.

The Executive Assistant ensures assistance is provided in the management and operations of NFN, such as resolving concerns, issues and problems. A position of this nature is exposed to a range of confidential information and expected to maintain confidentiality and privacy when providing secretarial, clerical and support services for the First Nation Administration Department.

What you'll do in the role

- Assist the Director of Administration in implementing and carrying out the duties in relation to specific responsibilities, communications, program planning, and operational management planning.
- Coordination of Managers meetings; preparing agenda, attending meetings to record minutes and follow up as needed.
- In the absence of the Receptionist/Clerk, receives incoming mail, distributes electronically and files electronically.
- Maintain a Procedural Process Binder that outlines each of the duties outlined in this job description.
- In the absence of the Receptionist/Clerk greets visitors to the office and directs guests to appropriate departments.
- Coordination of Internal Social Core Admin Meetings and Capital Planning Core Meetings, attends meetings and records minutes and distributes to attendees.
- Drafting and typing correspondence, reports and internal office communications and directives
- Compile data for the preparation of reports.
- Prepare support letters signature.
- Prepare cheque requisitions on behalf of the Executive Services Supervisor.
- Arrange and confirm travel arrangements for senior management staff as required. Prepares Travel itineraries as arrangements are completed.
- Coordinate the Chief and Council meetings, such as securing meeting venues, catering, and preparing hard copy packages as requested.
- Attend Council Meetings on a rotating schedule to record minutes and provides a copy of "draft" minutes to the Chair and CEO the day following the meeting.



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- Assist Councilors with travel arrangements to external governance meetings, gatherings, assemblies, conferences etc.
- Assist the Receptionist/Clerk in changeover of files annually.
- Researching of issues as needed.
- Assist with funding and grant applications as needed.
- Preparation of Briefing Notes as needed.
- Coordination of annual shredding and disposal of NFN dormant files (annually)

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 Office Administration Degree/Diploma.
- Must have 3 years of work experience in an office setting.
- Must have experience with minute taking.
- Experience with time-management schedule is an asset.
- Organizational skills are an asset.
- Must be dependable and reliable.
- Must be able to maintain confidentiality.
- Respect for Indigenous culture and willingness to learn Ojibwe.
- High level secretarial skills; good knowledge of office practices and procedures.
- Ability to work with tact and discretion in a community and political environment.
- High level sensitivity to Native issues.
- Must have the ability to identify alternate solutions to problems and recommend or select the optimum solutions based on board objectives or criteria.
- Solid knowledge and skillset to provide administrative support services at an executive level.

Application Deadlines:

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

Closing December 6, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two



Employment Opportunity

Closing December 13, 2024- 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing December 20, 2024 - 3rd Round

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

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 no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *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.*

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