



**Anishinabek Education System
Kinoomaadziwin Education Body**

JOB POSTING

POSITION:	Executive Administrative Assistant
DEPARTMENT:	Administration
ACCOUNTABILITY:	Director of Education
HOURS OF WORK:	35 hours per week
PREFERENCES:	Member of an AES Participating First Nation or of Aboriginal Descent
LOCATION:	Nipissing First Nation
APPROVED:	August 2017

JOB PURPOSE/SUMMARY

To provide support for the Director of Education and the Finance Manager by providing executive level administrative support through clerical support, receiving clients and visitors, arranging travel and correspondence, and scheduling meetings.

KEY JOB FUNCTIONS

- Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
- Answering and directing calls to appropriate executives and parties, taking messages.
- Greeting visitors and determining access to appropriate parties.
- Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.
- Opening, sorting, and distributing correspondence, including email, faxes, and mail.
- Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
- Prepare reports, collect and analyze information; prepare presentations.
- Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.
- Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
- During initial phase of the AES the Executive Administrative Assistant may be required to ensure office equipment is operational and/or troubleshoot and order maintenance when necessary.
- Data analysis; Proficient in Access, MS Word, Excel, Outlook. Perform filtering and sorting of data, V-lookup and other functions.
- Coordinate finances as it relates to office administration and assist with budget preparation.
- Train clerical staff on office equipment, policies and procedures, arrange for setup on new computers and logging of new employees in database.
- Meet, when requested with special interest groups or individuals on behalf of executives.
- Prepare executive responses to routine memos, letters, or correspondence.
- Prepare cheque requisitions for review and signatures.

- Provide clerical and general office support to other offices. Delegate tasks and responsibilities to other staff members when appropriate.
- Assist in the preparation and development of a records management system.
- Interact with customers when appropriate and problem solve. Document complaints and develop an appropriate course of action. Report problems to executives when they cannot be resolved for attention.
- Assist in the development and evaluation of policies as they pertain to the AES overall mandate.

PREFERRED QUALIFICATIONS

- 3+ years administrative support or executive assistance
- Problem solving ability
- Advanced MS Office experience, including experience in designing, developing and presenting using Power Point or other multi media platforms.
- Knowledge and/or experience in Human Resource Management.

KNOWLEDGE

- Comprehension knowledge of the administrative direction of Anishinabek Education System;
- Demonstrated financial management experience;
- Working with committees, Boards, Chief and Council's, Aboriginal organizations and communities;
- Ability to incorporate and practice Anishinabek culture into delivery;
- Proficiency in computer software applications;
- Strong communication skills and interpersonal skills;
- Strong time management and organizational skills with ability to work collaboratively as a team player and work independently;
- Excellent decision making and problem solving and conflict resolution skills;
- Knowledge of internal/external challenges;
- Must have knowledge and/or experience with the culture, history and customs of the Anishinabek;
- Preferred Anishinabemowin Language Fluency and/or willing to learn Anishinabemowin.
- Ability to work in a fast paced office environment.

Skills

The incumbent must demonstrate the following skills:

- Team building;
- Decision making;
- Problem solving;
- Effective verbal and listening communication skills;
- Time and record keeping management skills; and,
- Ability to work with little or no supervision.

Personal Attributes

The incumbent must demonstrate the following attributes:

- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible; and,
- Demonstrate sound work ethics.

Other Qualifications

- Able to provide a Canadian Police Information Centre (CPIC).
- Able to provide a Vulnerable Sector Screening (VSS).
- Valid Driver's License and/or access to reliable transportation.

Interested applicants **MUST** submit a cover letter, resume, photocopies of Certificates/diploma/degree from a post-secondary institution, and three references (preferably 3 recent employment references from a direct supervisor/manager):

Attn: Kinoomaadziwin Education Body Board Hiring Committee
c/o Union of Ontario Indians
Box 711, North Bay, ON P1B 8J8

Phone: 705-497-9127 / 1-877-702-5200 Fax: 705-497-9135
E-mail: Alice McLeod alice.mcleod@anishinabek.ca

By: September 15, 2017 @ 4:00 p.m.

Late or incomplete applications will not be considered.
We appreciate your interest, however, only those selected for an interview will be contacted.
Preference will be given to Aboriginal people.