

Long Lake #58 First Nation

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EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

Due to difficulties in securing suitable candidates in previous postings, this position has been changed to reduce required qualifications. Additional effort will be made in working with the successful candidate to develop the skillset this is ideally required to be successful in the position. Through a combination of on-the-job training, online training resources, and potential professional courses, the successful candidate will be required to work with management to develop, implement, and be successful in their training plan to maintain their position.

ADMINISTRATIVE ASSISTANT, ENTRY LEVEL

The Administrative Assistant is responsible for supporting the operation of the Economic Development Department. The Administrative Assistant will provide vital administrative support to the Economic Development unit.

Duties and Responsibilities

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material.
- Coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings for the department.
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures.
- Record and prepare minutes of meetings.
- Arrange travel schedules and submit any required information to the finance department.
- Maintain minutes of meetings
- May compile data, statistics and other information to support research activities.
- May help organize conferences or events related to economic development.
- All other related duties, as assigned.

Accountability

The Administrative Assistant is accountable to, and is under the day-to-day supervision of, the Economic Development Manager.

Skill Requirements

Desirable Skills

- Positive attitude and excellent customer service skills
- Good time-management and organizational skills.
- Good trouble shooting and critical thinking skills.
- Good verbal, written and computer skills.
- Ability to work in a fast-paced, office environment.

Location: Long Lake #58 First Nation

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED