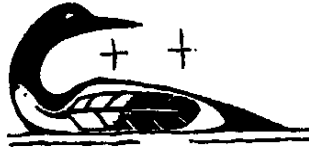


Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
Fax: (807) 876-2757

Job Description: Travel & Purchasing Coordinator

Location: Long Lake #58 First Nation

Position Summary

The Travel & Purchasing Coordinator will support Long Lake #58 First Nation by managing staff travel arrangements, purchasing supplies from external vendors, and overseeing the community's Visa card program. This role ensures smooth travel logistics, timely procurement of goods and services, and accurate reconciliation of Visa transactions to support departmental operations.

Flexibility to assist other departments with office tasks such as filing, event planning, reception, etc., is a secondary requirement.

Key Responsibilities

Travel Management

- Coordinate, book and manage domestic travel arrangements for all staff. (flights, hotels, transportation)
- Ensure travel arrangements comply with community policies and budget guidelines.
- Provide support to staff with travel itineraries and documentation.
- Maintain complete and accurate documentation of all travel related expenses charged to corporate visa card.

Purchasing & Procurement

- Purchase supplies and services from vendors without direct billing arrangements that require use of visa card requisition for visa card payment.
- Source competitive quotes and ensure cost-effective purchasing decisions.
- Maintain records of purchases and vendor communications.

Visa Card Administration

- Manage community Visa cards for travel and purchasing expenses.
- Monitor card usage to ensure compliance with policies.
- Reconcile monthly Visa statements, ensuring accuracy and proper allocation to departments.
- Prepare reports on Visa expenditures for management review.

Education & Qualifications

- **Minimum:** High school diploma or equivalent.
- **Preferred:** Post-secondary education in **Business Administration, Accounting, Finance, or Office Administration.**
- **Experience:**
 - 2+ years in administrative support, procurement, or financial reconciliation.
 - Experience with travel booking platforms and vendor management is an asset.
- **Skills:**
 - Strong organizational and time-management skills.
 - Proficiency with Microsoft Office (Excel, Outlook, Word).
 - Attention to detail and ability to reconcile financial transactions.
 - Excellent communication and interpersonal skills.

Preferred Skills

- Knowledge of procurement best practices.
- Experience with corporate credit card reconciliation.
- Familiarity with travel booking platforms and vendor management.

How to Apply:

Please submit a cover letter and resume to Careers@Longlake58fn.ca.

Closing Date: Until Filled