

Long Lake #58 First Nation

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



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

ECONOMIC DEVELOPMENT ADMINISTRATIVE ASSISTANT

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

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.
- May compile data, statistics and other information to support research activities.
- May supervise and train office staff in procedures and in use of current software.
- May help organize conferences or events related to economic development.
- All other related tasks, as assigned.

Accountability

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

Education and Skill Requirements

Education and Experience

- Grade 12 diploma or equivalent.
- Experience is an asset and training will be provided.

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

Reviewed: March 2022

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

DEADLINE FOR APPLICATIONS IS 4:00PM, FRIDAY MAY 20, 2022