



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL
CAPREOL ONTARIO P0M 1H0

Phone: (705) 858-0610 Fax: (705) 858-5570

www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Operations Administrative Assistant

LOCATION: Wahnapiatae First Nation

REPORTS TO: Operations Director

TERM: Full-Time, Permanent

NATURE AND SCOPE OF POSITION:

Reporting to the Operations Director, the Operations Assistant will liaise with internal and external contacts as directed. The Operations Assistant will prepare agendas, organize, record, and transcribe meeting minutes as well as research and prepare draft policy or action with respect to administrative matters and will respond to correspondence based on direction from the Operations Director.

QUALIFICATIONS:

- Minimum three (3) years of experience in an administrative role
- Experience in document management and policy creation
- Experience working in a non-profit office environment.
- Excellent verbal and written communication skills
- Highly developed organizational and time management skills
- Excellent attention to detail
- Ability to take direction.
- Self-motivated; ability to multi-task
- Excellent computer skills: word processing, database, and internet/email account

SPECIFIC RESPONSIBILITIES:

- Maintain document control system (policies, procedures, etc.)
- Administrative tasks such as correspondence, minutes, filing, maintaining lists, and forms.
- Plan and prepare for internal audit and management review activities.
- Independently researches, organizes, and summarizes support materials and identifies problems, develops alternate solutions, and implements changes.
- Receives, reviews, prioritizes, and processes confidential and sensitive information of varying complexity.
- Assists in the review of expenditures for multiple budget reports and investigates variances and provides status.
- Books and sets up meetings rooms, prepares meeting agenda, organizes meeting materials, records, and prepares minutes of the meeting.

- Performs record management duties and conducts file searches for requested information.
- Assist with improving the environmental sustainability in all development activities and generally increase social equity in the community.
- Assist the housing and public works department with planning, organizing, and implementing projects.
- Assist with seeking sources of revenue to sustain the ongoing development of public services, infrastructure, and housing.

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietaefn.com

*Anishinabek and First Nation members are encouraged to apply.
We thank all applicants for their interest, however, only those interviewed will be contacted.*