



GEORGIAN BAY NATIVE WOMEN'S ASSOCIATION

562 King St., Midland, Ontario L4R 4P3

Telephone: (705) 527 – 7043 Fax: (705) 527 – 4513

Job Opportunity: Office Administrative Assistant

Reporting to: Team Lead GBNWA

Terms: 1 year contract position with possible extension
35 hours a week

Wage: \$15.50 per hour

Hours of work: Monday to Friday 8:30 – 4:30

This position is partially funded by Ogemawahj Tribal Council. Applicants must be a member of either; Alderville First Nation, Beausoleil First Nation, Georgina Island First Nation, Moose Deer Point First Nation, Rama First Nation or Scugog Island First Nation.

Job Summary

The position of the Office Administrative Assistant will perform general office duties within the organization, including providing direct support to the Team Lead and the Board of Directors.

Responsibilities

- Provide general clerical and office duties that include scanning, mailing, faxing and copying and managing office equipment
- Develop and maintain an electronic and hard copy filing system that includes contact lists
- Answering phones promptly and use good judgement to prioritize the distribution of messages in a timely manner
- Provide general support to visitors and act as a point of contact for community
- Run errands for the office including taking mail to the post office
- Prepare and modify documents including memos and emails
- Write minutes at various meetings, distributing and archiving them correctly
- Liaise with the executive and senior administration to handle requests, queries and travel arrangements, if necessary
- Responsible for keeping inventory of office supplies and placing orders for replenishment
- Performs all other office related duties as assigned

Qualifications

- Grade 12, OSSD or equivalent
- Good knowledge of Indigenous culture and teachings
- Attention to detail
- Ability to manage confidential information and situations in a professional manner
- Ability to establish a good rapport with members of the team and the community
- Proven ability to work in a collaborative staff team environment
- Proficiency in the use of computers and various database programs
- Ability to function effectively in a high stress, high noise environment
- Demonstrate sound judgement and effective communication
- Ability to multitask and work as a team player
- Excellent communication skills, written and verbal
- Analytical, technical and communication abilities
- Demonstrated ability to prioritize work appropriately
- Ability to work under pressure and meet deadlines
- Valid CPR/First Aid Certification, including infant and child
- Valid Ontario “G” class license, with access to a reliable vehicle
- Current, valid Vulnerable Sector Criminal Record Check
- A cellular phone and internet access required

Closing Date: September 2, 2022 – 4:30 pm

Please send cover letter, resume & three (3) references to:

Attention: Sheri Charlebois,

562 King Street

Midland ON, L4R 4P3

Or by email to riscp@gbnwa.ca