

SHOAL LAKE BAND NO. 40

P.O. Box 6, Kejick, ON P0X 1E0

Office: (807) 733-1605 • Fax: (807) 733-3115 • Email: frontdesk@shoallake40.ca

Job Opportunity

The Executive Secretary will provide administrative support to Shoal Lake #40 First Nation Band Manager and Chief and Council.

QUALIFICATIONS:

- Reports to Band Manager
- Minimum of high school diploma or GED
- Minimum 2 years experience working in related field
- Formal training as an Executive Assistant would be an asset
- Ability to maintain accurate and detailed records
- Excellent time management & organizational skills
- Proven ability to effectively prioritize work flow
- Ability to exercise good judgement, show initiative and be proactive
- High standards of ethics and confidentiality to handle sensitive information
- Excellent written/oral communication skills & interpersonal skills
- Proficient in MS Office Suite
- Fluency in the Ojibway language an asset
- Knowledge and respect for Anishinaabe culture, beliefs and practices

DUTIES AND RESPONSIBILITIES:

- Receive and file incoming letters, documents and circulate to relevant staff;
- Record and relay all incoming telephone messages to appropriate Chief & Council and staff;
- Maintain staff attendance board and timesheets daily;
- Ensure all administrative/finance (travel, comp time, sick leave, fax forms, cheque requisitions, clients verification forms, etc, are updated and stocked.
- Maintain office equipment and machines in the band office;
- Schedule meetings and maintain Chief and Council schedules;
- Make travel arrangements for Chief and Council as requested;
- Take minutes of Council meetings as requested;
- Welcome and receive visitors in professional manner;
- Answer all in-coming calls in a courteous and professional manner;
- Develop and maintain good working relationships with all community members, governmental bureaus, agencies and authorities;
- Maintain office efficiency, plan and implement office systems, layouts and equipment procurement;
- Ensure rules and procedures are in place regarding working hours, lunch, office closure and lock up building;
- Maintain stationary supplies and coordinating deliveries;
- Attend training and conferences to enhance professional development;
- Performs other duties as required.

Please submit your cover letter and resume to Marcella Wood at human.resources@shoallake40.ca

Deadline: 12:00pm, Friday September 15, 2023.

Please note that interviews will be on September 19, 2023.

Start date will be on Wednesday September 20, 2023.