



Built on the foundation of Mino-Biimaadiziwn (Living a Good Life), enriched by our culture, and empowered by the voices of past, present and future generations.

PERMANENT EMPLOYMENT OPPORTUNITY

Executive Assistant – Planning & Infrastructure Dept.

Salary: \$30.00 - \$34.00 / Hour

JOB SUMMARY:

The Executive Assistant plays a key role as a member of the management team, offering all required personnel and administrative support to the department.

They will be responsible for ensuring critical administrative, operational processes and control standards are met, while seeking to determine, develop, and participate in implementation of improvement opportunities, contributing to the effective and efficient operation of the Planning and Infrastructure (P&I) department.

POSITION DUTIES:

Executive Support

- Work closely with the Director of P&I to keep them well informed of upcoming commitments and responsibilities and ensure effective and efficient operation of the P&I's office.
- Efficiently manage the Director's calendar. Prioritize email inquiries and requests while troubleshooting scheduling conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Research, prioritize and follow up on incoming issues and concerns addressed to the Director, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, and response and draft and manage correspondence, ensuring timely and accurate communication.
- Performs all other related duties as may be assigned by the Director of P&I and assume Director duties when Director is absent.

Administrative Support

- Provide overall administrative support to the P&I Leadership Team, including research, organizing, prioritizing, and responding as appropriate to specific communication, correspondence, and requests for information to both internal and external stakeholders.
- Compile data and prepare reports, presentations, and documents for various meetings, committees, and projects. Coordinate the timely reporting and visualization of metrics.
- Assist with the management of information requests and channel them to the appropriate P&I member who can respond in a timely manner, while providing excellent customer service.
- Maintaining office supplies, subscriptions, and devices for the Director's Office and other departments of the P&I Unit at the Director's discretion.
- Organize, lead and mentor the Administrative/clerical staff to ensure consistency occurs on administrative tasks being completed.
- Ensure that adherence of the ISO-9001 requirements is maintained and up to date following the expectations set out in the Standards of Work and other procedural documentation including the P&I policies, procedures, and standards.

Governance Support

- Facilitate communications to and with P&I members, Sagamok Chief & Council members, the Director of Council Secretariat, appropriate staff, and community.
- Compile data and prepare reports for Chief & Council meetings for presentation by the Director.

- Prepare agendas and organize meeting materials, record meeting minutes, and maintain records in an efficient system for expeditious retrieval.
- Arrange and handle all logistics for P&I members with travel, hotel, meetings, and professional learning opportunities.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Maintain strict confidentiality in accordance with policies established by Sagamok Anishnawbek.
- Must provide a negative Criminal Records Check (CPIC) that is valid within 6 months.
- Is subject to six months' probation.
- Must have a valid Ontario driver's License and have access to a vehicle for on the job use with appropriate liability insurance.
- Hold or willing to secure, CPR and First Aid Certificate.
- A team player with strong interpersonal skills including ability to resolve conflicts, diplomacy, achieve consensus and able to work comfortably with internal staff.
- Strong written and verbal communication skills.

QUALIFICATIONS:

- Post secondary diploma/degree in Business Administration, or a related field preferred.
- A minimum of two (2) years' experience working in a similar role.
- A comprehensive understanding of First Nation concerns and First Nations education
- Must have excellent computer skills – Excel, Word, Access, PowerPoint, etc.
- Knowledge of the Quality Assurance System/Quality Management Process
- Knowledge of the Community Development Process.
- Ojibway language, knowledge and appreciation of Native Culture and Heritage are considered definite assets.

COMPENSATION & BENEFITS:

- Comprehensive benefits packages for full-time employees with Employee and Family Assistance Program, MY HSA (Health Spending Account)
- Registered Retirement Plan (employer matching option)
- Opportunities for professional development

Qualified candidates are invited to submit their cover letter, resumé, credentials, and three work related References (email addresses) through the Online BambooHR process

FOR A FULL JOB DESCRIPTION PLEASE CONTACT: hr@sagamok.ca

By: Until Filled

BambooHR Link: <https://sagamokanishnawbek.bamboohr.com/careers/226>

We thank all applicants for their interest; however, only those selected for an interview will be contacted.