



Moose Cree First Nation

EMPLOYMENT OPPORTUNITY

Administrative Assistant

Competition # 19-06

Job Location: Moose Cree First Nation, Moose Factory, Ontario

Position Summary:

Under the general supervision of the Director of Administration and Communications, the incumbent will be responsible for providing administrative support to the Director of Administration & Communications, the Membership Officer, the Leadership committee, and the Finance & Administration committee. The incumbent shall be responsible for the overall coordination of the Central Registry office as it relates to the incoming and outgoing mail; ordering and receiving of office supplies, janitorial supplies, furnishing and office equipment; filling requisitions for office supplies from other departmental staff; assisting the Chief Electoral Officer with By-elections and Ratification voting; assisting in performing other duties in the Membership including Indian Status and preparing residency letters; providing back-up support for main reception; and other related duties as required.

Qualifications/Requirements:

1. Successful completion of Grade 12 and/or Office Administration Diploma.
2. Experience an office related environment of at least two (2) years.
3. Exceptional interpersonal skills, organizational skills and highly motivated.
4. Experience working with highly sensitive documents and confidential information.
5. Experience with coordinate meetings and recording and transcribing of meeting minutes.
6. Ability to operate office equipment including fax machines, postage meters, Xerox multi-functions copiers and computers.
7. High level of proficiency in Microsoft Word, Excel, Outlook and the Internet.
8. Knowledge of the Indian Registration System an asset.
9. Ability to work flexible hours and under minimum supervision.
10. Ability to lift heavy boxes.
11. Knowledge of Elections and other voting processes an asset.
12. Ability to communicate in the Cree language is an asset.
13. Valid "G" or "G2" driver's license an asset.
14. Must provide a recent CPIC or Proof of application.
15. Copy of certifications and diplomas must be submitted with resume.

Salary: As per Salary Grid

Duration: Permanent with 6 months' probation

References: Two recent employment references with cover letter and resume and permission to contact.

Submit Resume to: Human Resources Generalist
Moose Cree First Nation
P.O. Box 190
Moose Factory, ON POL 1W0

Fax: (705) 658-4734 or **email:** jobs@moosecree.com

Deadline for Resume: Tuesday, February 12th, 2019 @ 4:00pm

Job Description: Available Upon Request

Only those selected for an interview will be contacted