



EMPLOYMENT OPPORTUNITY
Administrative Assistant
Refer to competition number: NIBTF-2019-02
Internal/External Competition

Description: The NIB Trust Fund's mission is to preserve and revitalize First Nations language, culture and way of life. The fund provides resourcing to create meaningful opportunities that improve the quality of life for First Nations. Our mission is devoted to creating meaningful opportunities to have a positive impact on the lives of First Nations people.

The Administrative Assistant provides day-to-day administrative support to the team including:

- record and prepare minutes of meetings and maintain action and motion log, compile data and information and facilitate information flow;
- coordinate travel/meetings, itineraries, reservations, and other logistics;
- open, maintain log and distribute regular and electronic incoming mail and other material and information;
- set up and maintain manual and computerized information filing systems;
- prepare correspondence, expense claims, purchase orders, credit card reconciliation, other forms and documents, and ensure accuracy;
- greet visitors and direct them as appropriate;
- determine best practices and establish effective office protocols and procedures;
- answer telephone calls and distribute messages including electronic enquiries;
- order office supplies and maintaining inventory; and
- other duties as assigned.

Who Can Apply: Persons of indigenous ancestry will be given preference.

Candidates should possess a diploma or certificate in administration studies or an equivalent combination of education and work experience. Strong computer skills (Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe and effective online search skills. High levels of professional effectiveness, collaboration, integrity, optimism, and high energy. Ability to work independently, including working under tight timeframes. Outstanding organization skills and attention to accuracy. Strong technical writing skills and oral communication skills. Although not required, the ability to write and speak in any Indigenous language is considered an asset. French is an asset.

Salary Range: Commensurate with job requirements, experience and education (within limits of the salary grid)

Location: Ottawa, Ontario

Duration: Term, Full-time position

Closing Date: Open until filled

Individuals who feel they are qualified are invited to submit a covering letter clearly demonstrating how they meet the criteria (quoting the above reference number) along with a current resume, and three (3) work related references to:

NIB Trust Fund, 55 Metcalfe Street, Suite 1600

Ottawa, Ontario K1P 6L5

FAX: (613) 241-5808

Email: humanresources1@afn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Ottawa. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. NIB Trust may cancel, postpone, or revise employment opportunities at any time.

April 15, 2019