



# AOPFN EMPLOYMENT OPPORTUNITY

## Executive Assistant – Amended

**Department: Consultation**

**Supervisor: Manager, Consultation**

**\$51,259.00 – \$56,580.00 annual/ Full-Time - 35 hrs/ week**

**1 yr - Fixed Term Contract**

**Deadline to Apply: Friday, April 10, 2026 at 4:00PM**

The Executive Assistant is responsible for managing the department's administrative function, including visitors, inquiries, and financial administration. Ensures a pleasant general office environment and that the office is running effectively and efficiently according to the departmental and AOPFN organizational policies.

The Executive Assistant works closely with and provides administrative support to the Manager and departmental staff.

The Executive Assistant provides for the intake of referrals by electronic submission, in writing and by phone, and assists to ensure the referral process is followed through and completed in a timely, sensitive, and professional manner.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Program Management and Administration:**

- Analyze incoming and outgoing memoranda, submissions, and reports; directs follow-up and maintains central filing.
- Conducts research, compiles data, and prepares reports and briefing notes, submissions, and papers for consideration to management.
- Develops and establishes policies, procedures, and routines to ensure information flows with Consultation, Administration and Chief and Council
- Develops and establishes policies, procedures, and routines to ensure an effective and efficient administrative operations
- Uses approved software to intake referrals and conduct initial review; prepares briefing and sends to Manager for assignment/redirection
- Assists Manager with following up on directions from Council and Executive Director

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Post-Secondary Diploma in Executive Administration or Office Administration preferably with experience in a related field/environment with 3 years experience.
- Experience working with First Nation people/groups an asset

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Executive Assistant – Consultation

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.