



**Algonquins of Pikwakanagan
First Nation**

**EMPLOYMENT OPPORTUNITY
Administrative Assistant(s) – 2 Positions
Refer to competition number 2020-AOPFN-01
Internal/External**

Algonquins of Pikwakanagan is the only federally registered Algonquin community in Ontario. In Quebec, there are nine Algonquin communities.

Description:

The Algonquins of Pikwakanagan First Nation (AOPFN) is seeking two (2) Administrative Assistants who will report to and take direction from the Sr. Administrator and provide administrative support to the Self-Government Team, the Chief and Council and the Executive Assistant. These flexible and adaptive individuals will be responsible for a wide variety of administrative support services to facilitate and contribute to the efficient daily operations of the work being undertaken. Duties include a wide variety of tasks such as clerical, accounts payables and receivables, data entry, customer services, taking minutes, answering phones, assisting with planning meetings, booking travel as required and other office support functions.

**Basic
Requirement:**

Persons of First Nations descent will be given preference (s. 16 (1) *CHRA*). Successful completion of secondary school and certificate in administrative studies or equivalent combination of education and 2+ years of relevant experience. Interpersonal skills with demonstrated verbal and written proficiency and able to initiate effective interaction and collaboration at all levels and with a variety of individuals.

**Abilities
& Skills:**

Strong team player. Demonstrated organizational and time management skills with the ability to multi-task and set priorities. Attention to detail and demonstrated ability to gather and collate large amounts of information. Adaptable and flexible and customer/member service focused.

Proficient in English and FN language an asset.

Salary Range:

To be determined; Commensurate with experience and competitive with industry standards

Location:

Pikwakanagan, Ontario

Duration:

Full-time positions, (multi-year funding has been secured)

Closing Date:

August 3, 2020

Individuals who feel they are qualified are invited to submit a covering letter along with a current resume electronically to:

AOPFN

1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

Councillor.merv@pikwakanagan.ca

Direct inquiries - Merv Sarazin, Councillor – (613) 639-1522

Interviews will be held via video.

While we appreciate all applications, only those candidates short-listed for an interview will be contacted. AOPFN welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Three references are required.

AOPFN may cancel, postpone, or revise employment opportunities at any time.