



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Executive Administrative Assistant
Department: Enodmaagejig Social Services
Status: Full-time Permanent
Closing Date: Tuesday September 17, 2019

Position:

Under the direction of the Social Service Director, the Senior Administrative Assistant will serve in a leadership administrative role. This person will be responsible for administration office services including accounting, purchasing, inventory, safety and security and public relations. This person will be responsible for office services in the social services building including some training for new and junior administrative staff and will support cooperation and networking with other service teams. All service is to be delivered in accordance with appropriate federal and provincial legislation and with Walpole Island First Nation philosophy, policies and regulations.

Requirements:

- Grade 12 or equivalent and related Post-secondary diploma in secretarial arts
- Minimum of three (3) years' experience as an administrative assistant
- Minimum of three (3) years' experience with with/for a First Nations community
- Experience taking minutes at face-paced meetings
- Experience with bookkeeping, accounting functions/budget management
- Computer applications and troubleshooting skills

Responsibilities:

- Assist with social service coordination in a way that reflects the Team's goals and mission statements
- Responsible for the planning, coordination, and delivery of quality administrative service
- Promote and maintain good public relations with outside agencies, other WIFN programs and services as well as governmental bodies and the general public
- Responsible for file management in accordance with program requirements
- Serve as a communication link between the director and the social service departments, WIFN administration and Social Services Committee and will at times be expected to relate direction to Social Service staff per director
- Assist the Director to ensure the program facilities are safe and fully operational for staff and clients
- Produce and proofread correspondence, reports, financial spreadsheets, forms, purchase orders, and other documents
- Prepare and submit monthly financial summaries as required to the Director and Finance
- Maintain a financial tracking system for Social Service department expenditures and reconcile expenditures on a monthly basis, ensuring that discrepancies are resolved and appropriate journal entries are made

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



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How to Apply:

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation
Human Resources
Mail: 117 Tahgahoning Rd,
Wallaceburg, ON
N8A 4K9
or
Fax: 519-627-5915
or
Email: Careers@wifn.org

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