



ROBINSON HURON TREATY CONFEDERATION

EMPLOYMENT OPPORTUNITY ROBINSON HURON TREATY CONFEDERATION EXECUTIVE ASSISTANT (CONTRACT WITH POSSIBLE EXTENSION PENDING FUNDING)

We are seeking a highly organized and detail oriented Executive Assistant to join our Robinson Huron Treaty Confederation team to work out of the North Shore Tribal Office located in Cutler, Ontario and / or remotely as determined.

The Executive Assistant will work directly with the Executive Director and other team members and will be responsible for performing several administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a growing initiative with competitive compensation.

Purpose

Under the supervision of the Executive Director, the Executive Assistant will be responsible for providing exceptional administrative support, coordinate and implement administrative requirements according to the provision of the Robinson Huron Treaty Confederation initiative and working collaboratively with an interdisciplinary team.

Responsibilities

- Coordinate executive communications, including taking calls, responding to emails and interfacing with the public and beneficiaries of the Robinson Huron Treaty of 1850.
- Prepare internal and external corporate documents for team members and industry partners.
- Schedule meetings and appointments and manage travel itineraries for the team.
- Arrange meetings, gatherings of chiefs, regional and local.
- Maintain an organized filing system of paper and electronic documents.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and public.
- Performing office and administrative duties to assist executive management, such as managing calendars, organizing files and making travel, meeting and event arrangements.
- Attending meetings and taking detailed notes.
- Assist in the preparing reports and financial data.
- Monitoring supplies and inventory and placing purchase orders.

Qualifications

- College Diploma in Business Administration or equivalent.
- Minimum 5 years' experience supporting executives, in a professional, fast-paced and deadline-driven environment.
- Exceptional commitment and ability to deal with highly confidential information; diplomacy, conciliation and discretion are all vital in this role.
- Strong organizational skills, with strong prioritization; ability to work on multiple projects simultaneously.
- Ability to work independently with minimal supervision and direction.
- Ability to travel.

- Excellent verbal and written communication skills.
- Strong attention to detail, research and problem-solving skills.
- Excellent interpersonal skills and a demonstrated ability to build effective relationships and work collaboratively in a team environment.
- Flexibility to work evenings, weekends, overtime, when required.
- Strong technical know – how, computer savvy; proficient with various software applications specific to the company’s needs. Advanced level knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio), Adobe Acrobat.
- Knowledge of government structures, trends and issues of the Robinson Huron First Nations, other Aboriginal Organizations and the Federal and Provincial government.
- A clear criminal reference check.
- A vehicle and a valid Ontario driver’s license are required.
- Ability to speak and/or understand the Ojibwe language will be considered an asset.

DEADLINE FOR SUBMISSION: Monday May 27, 2019

Qualified individuals are invited to submit a covering letter along with a current resume, certificates, diplomas, along with three current work-related reference letters by via email to: reception@mamaweswen.ca .

Mamaweswen, The North Shore Tribal Council
c/o Peter Recollet, Executive Director, Robinson Huron Treaty Confederation
473 A Highway 17W, Cutler, ON P0P 1B0
Tel: 705-844-2340 Fax: 705-844-2563

Miigwetch to all who apply, however only those selected for an interview will be contacted.