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P.O. Box 250
PARRY SOUND, ONTARIO
P2A 2X4

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CHIEF
Warren Tabobondung

CHIEF COUNCILLOR
Brent Tabobandung

COUNCILLORS
Craig Brown
Joel King
Chance Pedoniquotte-King
Lindsay McConnell

EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT – SOCIAL DEPARTMENT
CONTRACT POSITION (6 MONTHS)

Summary: The Administrative Assistant provides office services including clerical duties and support to the Social Department Staff of the organization in a confidential, timely and efficient manner.

Other regular duties of this role include:

- Provide clerical support to the Social Services Department of the First Nation such as photocopying, filing, faxing, cheque requisitions, etc.; prepares documentation such as notices, memos, letters, as requested; data entry.
- Provide general and administrative support including but not limited to word processing, web postings and social media, copy and photo editing, and other communications materials.
- Provides information by answering questions and requests.
- Answers the multi-line phone system; receives incoming phone calls courteously and professionally; records messages and relays accurately and promptly, as required; screen calls and refer the caller to the appropriate staff; provide callers with the necessary information and/or referrals, as required. • Assist in the coordination of meetings and events, as required.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Contributes to team effort by accomplishing related results as needed.

The successful candidate for this position will require the following:

- Minimum Ontario Secondary School Diploma (Grade 12)
 - A minimum of 2 years' experience in a business or government setting
 - Strong computer background and skills including word, spreadsheets and database applications, and internet and e-mail communication tools.
 - An up to date CPIC is required
 - Must have a proficient level of communication skills, verbal and written.
 - Exceptional organization and times management skills and ability to prioritize multiple tasks to meet strict deadlines
 - Self-motivated and ability to work with minimal supervision.
- Current and valid G2-Ontario license; vehicle and insurance deemed an asset;

If you are interested in pursuing this exciting opportunity, please send your resume, cover letter and (3) three up to date references to:

Shelley Baker, Human Resources Manager

P.O. Box 250

Parry Sound, ON P2A 2X4

Wasauksing First Nation

Email: hrmanager@wasauksing.ca

CLOSING DATE: OCTOBER 8TH, 2021

Preference may be given to Aboriginal candidates with relevant on reserve employment experience and/or those with knowledge and understanding of the Wasauksing First Nation history and community.

"Only those applicants selected for an interview will be contacted. We wish to thank everyone for their applications".