

Nishnawbe Aski Nation ⊲σ∫α∨ ⊲\P ▷PL·Δ°



JOB DESCRIPTION

Office Coordinator

SUMMARY

The Child Development department requires a skilled Office Coordinator to undertake a variety of day-today office and clerical tasks. You will be an integral part of the team, ensuring that our department operations run smoothly and are successful in meeting identified priorities, goals, and objectives. As the Office Coordinator you will be an organized and competent professional with phenomenal communication skills. You will be comfortable dealing with people and able to carry out administrative duties with accuracy and speed.

The goal is to ensure that office operations are efficient and add maximum value to the organization.

DUTIES:

- Organize office operations and procedures
- Support department with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Schedule meetings and appointments
- Book flights and arrange travel, including hotels and car rentals
- File important documents, such as reports, meeting notes, emails, and letters
- Process and file invoices, cheque requisitions, claims
- Prepare letters, presentations, and reports
- Oversee office supplies and services, including restocking supplies.
- Attend meetings and prepare and distribute detailed, accurate meeting notes/minutes
- Assist in the onboarding process for new hires, relocating employees to new areas, setting up desks and equipment, and providing orientation.
- Aid correspondence for the department, such as emails, letters, packages, and phone calls
- Update department records and databases that contain personnel, financial, and office data
- Ensure availability to help colleagues where necessary
- Support department with administrative tasks such as photocopying, scanning and printing
- Develop and coordinate staff calendars/schedules within the department and link with other departments at NAN.
- Plan in-house or off-site activities, like workshops and conferences.





• Assist department staff to synthesize and enter data into government data systems.

ACCOUNTABILITY:

The Office Coordinator is under the day-to-day supervision of Director of Child Development with overall accountability to the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATIONS:

The position demands a high degree of skill in organization, multi-tasking and priority setting.

- A postsecondary diploma preferably in Office Administration, Business Administration or other administrative-related discipline or an equivalent combination of education and experience is required.
- A minimum two years' experience in an administrative position
- Organizational skills to assist multiple employees at one time with various tasks
- Communication skills, like having a pleasant demeanour and the ability to work with various types of personalities within an office setting
- Attention to detail to submit work or send communications without error
- Adaptability and flexibility to adjust priorities for whatever task is most important at any given time
- Ability to handle sensitive information
- Leadership skills to take control of a situation and make quick decisions when necessary
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Microsoft Teams/Virtual meetings
- Strong writing, editing, and proofreading skills
- Ability to speak an Indigenous language would be considered an asset.

OTHER JOB REQUIREMENTS:

• Travel to remote First Nation communities/various meeting locations is required.

LOCATION: NAN OFFICE- Thunder Bay, ON

PORTFOLIO: Child Development

LAST REVIEW: September 14, 2021







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