

Office Assistant

JOB DESCRIPTION

SUMMARY

The Early Years department requires a skilled Office Assistant to undertake a variety of day-to-day 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 Assistant 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.)
- Organizes and coordinates meetings as directed
- Book flights and arrange travel, including hotels and car rentals
- Performs regular clerical duties such as typing correspondence, maintaining a filing system, answering calls and other tasks as directed
- Attends all meetings, telephone and video conferences, committees as directed
- Complies with Nishnawbe Aski Nation policies and procedures
- Attend Professional Development, training and workshops, education as directed
- Aid correspondence for the department, such as emails, letters, packages, and phone calls
- Oversee office supplies and services, including restocking supplies.
- Ensure availability to help colleagues where necessary
- Develop and coordinate staff calendars/schedules within the department and link with other departments at NAN.
- Assist in the planning and coordination of off-site activities, like workshops and conferences.

ACCOUNTABILITY:

The Office Assistant is under the day-to-day supervision of the Early Years Manager with overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

The position requires excellent skills in organization, and multi-tasking.

- Secondary Diploma and experience are required.
- Organizational skills to assist multiple employees at one time with various tasks
- Ability to maintain a positive rapport with staff, external partner organizations and other department staff within Nishnawbe Aski Nation
- 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
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Microsoft Teams/Virtual meetings
- 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: DGC Anna Betty Achneepineskum/Early Years

New: May 2022

