



Employment Opportunity

Administrative Assistant

Essential Duties and Responsibilities of the Administrative Assistant

Under the supervision of the Executive Director and Assistant Director, the administrative assistant must be a responsible individual and independent to perform a variety of administrative and clerical tasks. Duties include but are not limited to providing support and assistance to Executive Director and Assistant Director with daily office needs and managing administrative activities.

Responsibilities

- Write and distribute emails, correspondence, memos, letters, and other forms
- Schedule meetings & take minutes of Staff meetings as required
- Assist in the preparation of regular scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Maintain and update contact lists, Board of Directors list
- Book travel arrangements
- Enter data into the system (Membership forms and update mailchimp)
- Other duties as required by the Executive Director and/or Assistant Director.

Requirements

- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office, excel, power point, word, publisher
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma or equivalent to; additional qualification as an Administrative assistant or Secretary will be an asset
- Willing to work outside normal working hours; evenings and/or weekends
- Might require some travel
- Willing and Equipped to work remotely.

Note:

This employment opportunity falls under the 6-month work experience program under ASD. Open to Cree beneficiaries who are currently unemployed. Workplace must be located in Eeyou Istchee.

Postng Date;

June 30 to July 14, 2021

Contact:

To Email your CV or for any inquiries, send to Tina Mark Ottereyes, Executive Director at director@cweia.ca.