

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT TO THE CHIEF AND COUNCIL

FT/PT Position: 1 Full-time Contract Position

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Chief and Council

Closing Date: open until filled

Summary: The Executive Assistant to the Chief and Council is responsible for providing dedicated administrative and liaison support and service to the Chief and Council, while also working collaboratively with staff and external parties, to ensure effective and efficient operations.

Duties:

- Schedule and confirm appointments and meetings of the Chief and Council and regularly maintain the Chief and Council electronic calendars, as well as providing required information to designated staff for staff calendars.
- Establish recording, tracking, and reminder systems for regular Chief and Council tasks, appointments, meetings, and deadlines on a weekly, bi-weekly, and monthly basis and communicate relative information to other staff.
- Work cooperatively with staff as necessary to provide effective and efficient administrative support services back to the Chief and Council.
- Ensure that accurate and effective communication and information is being properly distributed in a timely manner to the appropriate parties.
- Draft and finalize letters, memos, and any other documents under the direction of the Chief and Council, as well as ensuring that any documentation is distributed as necessary in a timely manner.
- Coordinate and organize community meetings and events as it relates to the Chief and Council.
- Develop and maintain a sorting and filing system for the Chief and Council, and ensure timely distribution of required documents and mail to the Chief and Council as necessary.
- Draft and finalize agendas as necessary for any internal or external Chief and Council meetings as required.
- Arrange for facility bookings and/or refreshments as necessary for Chief and Council meetings.
- Attend Chief and Council meetings, as requested, to take meeting minutes and ensure minutes are distributed to appropriate parties in a timely manner following meetings.
- Daily monitoring of the designated e-mail account and respond/forward e-mails as necessary in a timely manner.
- Book out-of-town travel arrangements and prepare expense claims for the Chief and Council as requested.
- Attend staff meetings and/or community meetings as requested by the Chief and Council.
- Attend any required relevant pre-employment training and ongoing job training, including seminars, workshops, and online courses, as requested by the Chief and Council and/or Human Resources.
- Any other relevant job duties as assigned or required by the Chief and Council.

Qualifications:

- Post-secondary education in Office Administration or related field required.
- Minimum of 2-5 years' experience in an administrative role required.
- Possess an understanding of the Wabigoon Lake Ojibway Nation cultural and political environment an asset.
- Willing and able to maintain a high level of confidentiality and must demonstrate a high level of professionalism.
- Must possess exceptional interpersonal and communication skills, both written and verbal.
- Must possess a high attention to detail and be able to problem solve.
- Must be willing and able to work occasional weekends and evenings, as well as travel when necessary.
- Must be proficient with computers and software applications, including Microsoft Office.
- Possess excellent time management skills, organizational skills, and be able to meet strict deadlines.
- Ability to work well independently with minimal supervision, as well as part of a team.
- Must possess a valid G Class driver's license and access to a reliable vehicle.
- Must be willing to submit to workplace drug testing.

Please submit an updated cover letter, resume, and three (3) references (with permission to contact) to:

Applications can be submitted in person, by fax, or by e-mail to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

Email: humanresources@wlon.ca

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.