



MUSKODAY FIRST NATION
Well-Being Department
Career Opportunity
Full Time Position

Administrative Assistant

The Well-Being Office is seeking an Administrative Assistant. If you are looking for a challenging and exciting opportunity working as the front-line representative for the Well-Being team, this is an opportunity for you.

The Administrative Assistant position is a full-time permanent in office position (37.5 hours per week. Monday to Friday. 8:00am to 12:00pm / 1:00pm – 4:30pm).

Report to

Director of Well-Being.

Duties and Responsibilities

Ensure day to day smooth operation of the office:

- Support clients, visitors, and employees.
- Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization.
- Take and record telephone, e-mail, or written messages for staff members.
- Receive and distribute all forms of paper correspondence.
- Ensure staff sign-in board is updated frequently throughout the workday.
- Maintain record logs of walk-in appointments and visitors.
- Schedule appointments.
- Coordinate the logistical aspects of departmental programs, such as meetings, seminars, workshops, special projects, and events.
- Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is there.
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Provide information to staff and/or clients about special activities.
- Ensure all forms are completed as needed.
- Ensure that the appropriate evacuation procedures are carried out in the event of an emergency.
- Observe and report any security issues to the Director.
- Arrange travel bookings via approved providers and distribute information details to staff.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Maintain the reception in a tidy and presentable manner.

- Assist in ordering supplies, accept and monitor inbound shipments and re-stock to appropriate storage as necessary.
- Perform other related duties as defined and assigned by the reporting Director or designate on an as and when required basis.
- Ensure office equipment is functioning properly.
- Complete data entry as required.
- Maintain a high level of confidentiality in all interactions.
- Creating posting notifications.
- Experience and ability to work with computers and office programs.
- Knowledge of the MFN programs, operations, would be an asset.
- Organize, maintain, and coordinate office records and files in their proper locations.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Strong knowledge of general office procedures including procurement and travel arrangements.
- Able to write simple correspondence, including memos, letters, etc.
- General mathematical skills.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem-solving skills.
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Strong customer service orientation using tactful sound judgement.
- Demonstrated proficiency in Microsoft Excel, Word, Outlook and PowerPoint with an ability to easily learn new software applications.
- Ability to work in a high energy environment.
- Dependability: able to work independently, submit accurate documentation, and seek guidance when needed.
- Receptive: accept feedback, take ownership of responsibilities, and identifies areas of growth.
- Interpersonal Skills: communicates clearly, seek solutions, and demonstrates flexibility.
- Integrity: keep sensitive information confidential and adheres to MFN's policies.

Education and Experience Requirements

- Post-secondary education business administrative related.
- Two years of direct work experience in a receptionist capacity; or
- An acceptable combination of education and three years of administrative experience.
- Experience working within a governance structure in a community development capacity with First Nations; familiarity with First Nations culture, history is considered an asset.

