



# WE ARE HIRING!

## ADMINISTRATIVE ASSISTANT POPLAR RIVER

### Job summary:

Reporting directly to the Supervisor, the successful candidate is responsible for providing administrative and clerical services.

### Duties & Responsibilities:

- Carries out prescribed procedures for opening and closing the office
- Greets the public; receives/screens visitors; assists visitors courteously and promptly and directs them as appropriate
- Answers telephone calls and processes daily mail
- Maintains a log of all incoming and outgoing correspondence
- Performs all clerical duties including the scheduling and confirmation of appointments
- Files, labels, copies, and retrieves documents, word processes reports, forms, correspondence, minutes, etc.
- Composes, edits, and updates all relevant documentation
- Orders and maintains an inventory of office supplies and operates fax, photocopier, computer, shredder, etc.
- Maintains the Unit's attendance records (including all leave forms, etc.)
- Other duties as assigned
- Full-Time permanent position (preference will be given to internal candidates); an eligibility list may be established for future openings

### Qualifications:

- High School Diploma
- Post-Secondary education and/or training would be an asset
- Proficiency with MS Office (i.e., Word, Excel, Outlook, PowerPoint)
- Strong oral and written communication skills
- Ability to work independently & as part of interdisciplinary team
- Ability to speak Ojibwe is an asset
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and, Prior Contact Check
- Fully immunized against COVID-19 as of October 31, 2021

**Application Process: (Posting: 2022-26) AY3 Qualified Candidate's Salary: \$40,924.46 - \$46,778.95**

**Closing Date:** May 30, 2022

Please forward your résumé, cover letter, and three (3) references to [hr@secfs.ca](mailto:hr@secfs.ca)

Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

**We offer exceptional salaries, life insurance, pension, health/vision/dental, leave benefits**