



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Position Title: Executive Assistant to the Grand Chief

Salary: Negotiable

Location: Grand Council Treaty #3 Administrative Office (To be determine)

Closing Date: Open until filled

Under the guidance and direction of the Treaty #3 Executive Director and Senior Political Advisor, the Executive Assistant is responsible for assisting and supporting the Grand Chief in the performance of political duties by performing administrative and public relations functions.

Reporting directly to the Grand Chief and Senior Political Advisor, the Executive Assistant is responsible for providing executive, administrative, political and development support to the Political Office. The Executive Assistant serves as the primary point of contact for internal and external relations on all matters pertaining to the Grand Chief. The Executive Assistant serves as a liaison to the Administrative team; organizes and coordinates events and external relations efforts; and support special projects.

Duties and Responsibilities:

- Work closely with the Political Advisors on all Political issues.
- Arrange travel plans and itinerary, for the Grand Chief and Chiefs committees as required.
- Schedule and confirm appointments and meetings of the Political Office.
- Complete expense forms and cheque requisitions for the Political Office.
- Maintenance of Political files.
- Manage all request related to Political files, follow up with technicians handling the files and, update the Grand Chief, Executive Director and Political Advisors.
- Organize meetings involving governmental senior executives or with members of Grand Council Treaty #3 as requested by the Political Advisors.
- Open and administer regular and electronic mail for Political Office and provide general details when required, to ensure proper action is taken on all incoming mail if required.
- Assist in the planning and organizing of events related to the activities of the Political Office
- Assist in the preparation of related presentations and agendas for the Political Office.
- Provide administrative support to the Political and Administrative Office.
- Prepare/edit internal/external correspondence including faxes, memos, emails for the Political Office.
- Answer calls and/or relay messages for the Political Office.
- Proofread all correspondence and material related to the Political Office.
- Provide suggestions on administrative procedures, following approval by the Senior Political Advisor.
- Arrange requests related to travel, accommodation as advised by the Political Advisors for Grand Council Chiefs and Committees as required.
- Perform any other duties related to the position of Executive Assistant as directed by the Grand Chief and the Political Advisors.
- Record administration credit card transactions and submit monthly reconciliation to the Finance office.
- As a member of the Political Office team you will assist in providing administrative support services to the Political Office, and to the Administrative Office when required, in a timely and efficient manner.

Qualifications and Skills:

- Completion of a degree or diploma from a recognized university or college in business administration or public administration and/or an advanced specialization with two years' experience attained

- Minimum three years' experience as an Administrative Assistant
- Proficient spoken Anishinaabe is considered to be an asset
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, and so on.
- Superior typing and dictating skills
- Able to write simple correspondence, including memos, letters, etc.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Adjusts and is flexible to meet changing work needs and demands.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- 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.

Working Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check and child welfare check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, Human Resources Manager

Grand Council Treaty #3

P.O Box 1720 Kenora,

Ontario P9N 3X7

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Email: hr@treaty3.ca