



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

Position: TPU Senior Administrative Assistant
Category: Full Time
Salary: \$62,000
Location: Kenora, ON
Closing Date: August 15, 2025

Job Overview:

The Grand Council Treaty #3 Territorial Planning Unit (TPU) is seeking applications from individuals for a Senior Administrative Assistant position. This role involves supporting the Territorial Planning Unit and Administrative Offices of Grand Council Treaty #3 to ensure services are delivered effectively. The Senior Administrative Assistant will directly report to the TPU Office Manager with support from the TPU Director.

Responsibilities:

- Provide comprehensive administrative support to the TPU department.
- Provide guidance and assist in the supervision of the Administrative Assistant
- Assist with receptionist duties, including answering calls, relaying calls, and recording messages.
- Assist with coordination of TPU engagement and outreach activities such as meetings, seminars, workshops, special projects, events, etc.
- Prepare travel arrangements for the department staff.
- Complete expense reports, pay invoices, and other monetary duties.
- As recommended, prepares, takes minutes, edits and proofreads correspondence, and related material.
- Assist with any planning or implementation documentation and organization.
- Coordinate department activities and assist with broader Grand Council Treaty #3 events if needed.
- Other Duties as assigned.

Qualifications:

- 2-3 years' experience in an administrative role preferred.
- Working knowledge and understanding of local Indigenous cultures, histories, practices, and traditions. The ability to speak Ojibway or Oji-Cree is an asset.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse individuals and groups.

- Ability to maintain confidentiality and manage sensitive information with discretion.
- Good organizational and time management skills
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, etc.
- Able to write and format moderately complex correspondence, including memos, letters, etc.
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Valid driver's license and reliable vehicle

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

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted.