



Administrative Assistant

Employment Opportunity, March 4, 2022

Location: Manidoo Baawaatig Campus, Kenora Ontario

Term: April 4, 2022, to April 7, 2023

General description:

The Administrative Assistant for Seven Generations Education Institute will need to have a wide range of skills, including interpersonal, basic bookkeeping, customer service, technical skills, knowledge of the organization, ability to coordinate office activities and organize information. The Assistant must ensure information and data is accurate and will assist the team in meeting the goals and objectives.

Duties:

- Responsible for opening the office
- Answer, screen, transfer inbound phone calls and relay messages
- Receive and direct students and the public to the appropriate staff members
- Maintain a calendar of crucial dates
- Open, sort, and distribute incoming mail and correspondence
- Assist the Registrar, Post-Secondary Administrative Assistant/Librarian, and other team members
- Maintain electronic files in google docs and file hard copies
- General clerical duties include photocopying, fax, and mail

Qualifications:

- Office Administration Diploma from a Post-Secondary Institution or a combination of two years (2) years experience in an office setting, preferred
- Experience with data management and software programs
- Proficiency with computer programs and intermediate to advanced skills in Microsoft Office (Word, Excel, PowerPoint, and Publisher), Zoom, Office 365, Teams, SharePoint, preferred
- Time Management and organizational skills
- Ensure data and reporting information is accurate
- Able to work independently
- Ability to problem solve

Supervisor: Director of Human Resources

Please send a cover letter, resume, and three (3) employment-related references (one of which must be from a current/recent supervisor) via one of the following, no later than noon (CST), March 18, 2022



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Email:

Michelle Allan
Director of Human Resources
michellea@7generations.org



Fax:

Attn: Personnel Committee
(807) 274-8761

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request. For a complete job description please contact Michelle Allan, Director of Human Resources.