



Employment Opportunity

Posting Number: 2024-006

Position: Executive Assistant Training for Employment

Location: Rainy Lake Campus, Fort Frances, ON or Manidoo
Baawaatig Campus, Kenora ON – work location based
on the incumbent

Start Date: ASAP

Deadline: Ongoing until filled

Wage: \$31.50/hour based on a 35-hour work week

Duration: Full-time Interim

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. Please note email is preferred:



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

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



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Aimee Beazley, Director of Training at aimeeb@7generations.org. 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 by contacting Human Resources.

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Executive Assistant - Training for Employment

Job Description

General description

The Executive Assistant reports to the Director of Training and is responsible for providing administrative and clerical support to the Training for Employment department.

The Executive Assistant will perform, coordinate, and oversee all administrative functions such as filing correspondence, arranging travel plans, minute taking and distributing meeting packages, scheduling appointments/meetings, and drafting internal and external correspondence. In addition, the incumbent, will be responsible for completing expense reports, and reconciling credit card statements.

Qualifications and skills requirements

1. One-year Post-Secondary Diploma in Office Administration, Business Administration, or relevant discipline
2. Three years experience in an administrative role
3. Demonstrated knowledge of office procedures, policies, and practices
4. Ability to work independently and as part of a team
5. High degree of proficiency using common office software applications (e.g., Microsoft Office Suite Outlook, Word, Excel, PowerPoint)
6. Demonstrated organization and time management skills, with the ability to manage competing priorities
7. Demonstrated excellent interpersonal and written and verbal communication skills
8. Strong initiative with the ability to problem-solve, think critically, exercise sound judgement and support the department in achieving its goals
9. Ability to handle confidential information and comply with applicable legislation related to information management
10. Strong understanding of the local Anishinaabe culture, including an understanding of the historical context is preferred
11. An equivalent combination of education and experience may be considered on a case-by-case basis

Supervisor: Director of Training

Job duties/responsibilities

1. Provide direct administrative and office management support to the Director of Training
2. Review, evaluate and distribute priority correspondence
3. Coordinate and organize the activities of the training team including conferences, seminars, workshops, special projects and other events
4. Assist in preparing and drafting reports, including conducting background research and compiling supporting documentation as needed
5. Work with department staff and provide direction and support, escalate matters to the Director or other members of leadership as appropriate



6. Assist in reconciling expense reports, credit card statements, and other related expense reports when required
7. Schedule meetings, send invitations, distribute meeting packages, schedule resources, and take minutes as directed
8. Refer and/or redirect calls, e-mails, or visitors as required
9. Prepare travel schedules, book travel arrangements, and make reservations
10. Adhere to the policies and procedures of SGEI and perform duties in accordance with applicable legislation
11. Serve as the first point of contact for the department and present and maintain a positive and professional image at all times while in the workplace
12. Ensure that confidentiality is maintained in accordance with SGEI policies and procedures as well as applicable legislation
13. Other duties as may be assigned from time to time

Relationships:

Internal

1. Provide direct administrative and clerical support to the Director and department
2. Provide functional support to students

External

1. Collaborate with members of the public, tenants, and other community partners as needed

Working Conditions

1. A high amount of manual dexterity is required for using computers and peripherals, for data entry requiring both speed and accuracy
2. A high degree of concentration is required for moderate periods while entering data or taking minutes for meetings
3. Works indoors in climate controlled, semi-private office settings, may be exposed to moderate levels of noise on occasion
4. May be exposed to behaviourally difficult members of the public on occasion
5. When required, may have to lift up to between 10 and 25 pounds
6. Work requires alternating between sitting and standing positions, with frequent repetitive movements
7. Requirements for travel are rare
8. Overtime may be required on rare occasions and must be approved by the Director of Training

Conditions of Employment

1. Must provide a satisfactory criminal background check