



Employment Opportunity

Position: Executive Assistant/Office Manager

Location: Thunder Bay Campus

Start Date: November 2026

Deadline: September 30, 2026

Duration: 12-Month-Fixed-Term, to cover temporary leave with the possibility of extension

Wage: \$30.40-\$37.16 perhour, based on a 35 hour work week

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **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 Jay Landry, Project Manager of Business Development at janinel@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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Executive Assistant/Office Manager

Job Description

General description

The Executive Assistant/Office Manager reports to the Director of Business Relations and is responsible for a wide variety of administrative and clerical duties to support the staff and management team at the Thunder Bay office.

In this role, the Executive Assistant/Office Manager handles a broad range of administrative functions, including managing correspondence and filing, answering and directing phone calls, coordinating travel arrangements, scheduling meetings and appointments, preparing and distributing meeting materials, and recording and distributing minutes. The role also involves drafting internal and external communications, completing expense reports, and reconciling credit card statements.

Additional responsibilities include coordinating meetings, maintaining accurate records and ensuring compliance with internal procedures, liaising with third-party service providers for office maintenance, and overseeing general office operations. The Executive Assistant/Office Manager is expected to maintain a high level of confidentiality and professionalism while interacting with employees, management, and members of the public.

Qualifications and skills requirements

1. Completion of a post-secondary certificate or diploma (1–2 years) in Office Administration or a related field is required.
2. A minimum of 3–5 years of experience in an administrative role.
3. An equivalent combination of education and relevant experience may be considered.
4. Experience interpreting basic financial statements and familiarity with departmental budgeting processes.
5. Strong knowledge of office procedures and best practices.
6. Excellent attention to detail.
7. Proficiency in Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
8. Resourceful, adaptable, and able to manage shifting priorities effectively.
9. Strong organizational and time management skills.
10. Demonstrated ability to maintain confidentiality, professionalism, and sound judgment at all times.
11. Knowledge of Anishinaabe culture, language, and community protocols, with a demonstrated commitment to culturally responsive, community-driven service delivery, is considered a strong asset.

Supervisor: Director of Business Relations

Job duties/responsibilities

1. Provide direct administrative and office management support to the management team and other staff as required.
2. Maintain work schedules and calendars for the management team.



3. Prepare travel schedules and coordinate travel arrangements and reservations for management.
4. Coordinate logistics for senior management programs, including meetings, seminars, workshops, special projects, and events.
5. Review all documents, reports, and correspondence prepared for executive signatures to ensure proper format, content, grammar, and spelling; make edits as necessary.
6. Prepare draft reports, spreadsheets, background materials, and research.
7. Prepare and distribute meeting materials and accurately record and circulate meeting minutes.
8. Ensure all inbound and outbound communications comply with SGEI protocols.
9. Ensure calls, emails, and visitors are answered promptly and directed or redirected to appropriate parties.
10. Manage office space and infrastructure needs, including workstation setup, moves, and changes, and coordinate related office activities and vendor services as required.
11. Maintain overall office efficiency by overseeing common areas, procedures, correspondence, filing systems, and office supplies and equipment.
12. Troubleshoot administrative issues to support smooth daily operations.
13. Review, prioritize, and distribute key correspondence for the executive team.
14. Oversee office budgeting and expense management, including tracking costs, processing invoices, preparing expense reports, and supporting credit card reconciliation.
15. Record and transcribe dictation notes.
16. Prepare and review presentations.
17. Present a positive and professional image of the senior management team to visitors, suppliers, inquiries, and external partners.
18. Perform other related duties as required.

Relationships

Internal

1. Report directly to the Director of Business Relations.
2. Collaborate with Thunder Bay staff to support daily operations.
3. Assist clients and students as needed.
4. Maintain effective communication with other office employees.

External

1. Liaise professionally with visitors to ensure a positive and welcoming experience.
2. Communicates and liaises with partner organizations, institutions, and vendors, as required.

Working conditions

- Work indoors in shared office setting with occasional exposure to moderate levels of noise.
- On rare occasions may be exposed to behaviourally difficult students or members of the public.
- Occasional travel required within the region.
- Normally a seven (7) hour workday, with occasional requirements for overtime.
- Occasional lifting of up to 25 lbs required.
- Lengthy periods of sitting at a desk, with the ability to change positions.



- Nature of work requires a high degree of manual dexterity while working at a computer with requirements for both speed and accuracy.
- A high degree of concentration is required for moderate duration while performing data entry, taking meeting minutes, and preparing documents.

Conditions of Employment

- Must provide satisfactory vulnerable sector check.
- Must possess valid Class 'G' Driver's license and have access to reliable transportation.