# Employment Opportunity

**Position:** Receptionist/Administrative Assistant

**Location:** Kenora Campus

**Start Date:** As soon as possible

**Deadline:** Ongoing until filled

**Duration:** Part-Time, Permanent

**Wage:** $23.68-$28.94 per hour based on 25-hour work week, vacation leave, competititve benefits package and registered pension plan included

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**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

**Fax:**
Attn: Personnel Committee
(807) 274-8761

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

Please direct any questions regarding this opportunity to Brian Kozak, Campus Director at briank@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.**

# Administrative Assistant

Job Description

## General description

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

## Qualifications and skills requirements

1. Post-Secondary education in Office Administration, with two (2) years' experience in multiple projects.
2. Must have intermediate to advanced Microsoft Office 365 computer Experience.
3. Must have excellent time management and organizational skills.
4. Must be meticulous to ensure data and reporting information is accurate.
5. Must be able to work independently.
6. Must be able to problem solve.
7. Ability to work with multiple staff members on various projects.
8. Ability to write simple correspondence, including memos, letters, etc.
9. Ability to apply understanding and carry out instructions in written, verbal, or diagram form.
10. Knowledge of office supplies, equipment, services, ordering, as well as inventory control of these items.

**Supervisor:** Campus Director

## Job duties/responsibilities

1. Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
2. Responds to telephone, email, and in-person inquiries from clients, business partners, and other parties.
3. Refer all inquiries to the appropriate individuals, or departments within the campuses.
4. Have knowledge of the telephone system, add/delete and make necessary changes to the telephone/voice mail system.
5. Co-ordinate multiple projects
6. Develop and maintain a filing system for various projects and administrative files.
7. Accept applications from clients for various training/apprenticeship programs and other programs as required.
8. Assist with obtaining student information for SGEI's Registrar.
9. Fulfill duties as Administrative Assistant in a small office setting.
10. Ensure office supplies/resources are maintained to an adequate level (inventory levels).

11. Be a positive role model for clients.
12. Each day, take responsibility for opening the office and overseeing all office procedures.
13. Under the direction of the Campus Director, maintain on-going liaison with First Nation communities as required.
14. Maintain a list of Education Counsellor's/Coordinators

**Minor**

1. Work in co-operation and harmony with other staff in achieving the goals and objectives of SGEI.
2. Request purchase orders from main office as necessary and account codes.
3. Make purchases and deliveries as required.
4. Maintain a record and whereabouts of staff.
5. Maintain a calendar of crucial dates.
6. Arrange travel in accordance with travel policy.
7. Take minutes of meeting(s), as required.

## Relationships

### Internal

1. Assist clients /students when required
2. Assist Coordinators/instructors of Secondary and Post-Secondary programs
3. Interact with other office employees

### External

1. Liaise with partnered institutions on behalf of clients and staff, when required.

## Working conditions

- Some heavy muscle activity required
- Prolonged period of keyboarding can become strenuous and can leave a person mentally and physically exhausted at the end of a day.
- Indoors under good conditions.
- Occasional in town travel required.
- This position requires a wide variety of skills, a flexibility enabling one to shift between jobs and a congenial nature enabling one to respond to diverse inquiries by staff, students and general public.
- Normally a seven (7) hour workday with occasional overtime requirements.
- Demanding but not overly stressful.

## Conditions of Employment

- Must provide satisfactory vulnerable sector check.