

JOB OPPORTUNITY

Sagkeeng Education Authority has a current opening for a Executive Assistant, Sagkeeng Education

The Sagkeeng Education Authority is responsible for three schools, and over 100 employees in various educational and support roles and is charged with meeting both current and future educational and cultural needs for the Sagkeeng Anicinabe community. Working under general supervision your role will be to provide excellent organizational support and customer service to the Department's senior leaders.

DUTIES:

- Answer phone calls in a professional manner and take and forward messages as required,
- Manage the time, calendar and appointments of the Education Director, moving, shifting and adjusting locations and times to meet the most important priorities,
- Prepare various correspondence for review by the Director and insuring that the correspondence is delivered in a timely manner,
- Independently track, lead, monitor and organize project reports, administrative reports, briefing notes etc., for final review by the Director,
- Take, prepare organize and prepare minutes for the Director including complete follow up on item from meetings,
- Provide other Sagkeeng Departments, Agencies, Funders etc., with information and reports as required by the Director,
- Ensures the proper functioning of departmental and staff meetings by insuring the invitation and attendance of those who need to attend the meetings,
- Work with other Sagkeeng Departments and employees in order to meet various business needs,
- Other duties as assigned.

QUALIFICATIONS:

- Certificate or Diploma in Administrative or Office Assistant program,
- A minimum three (3) years related experience which includes leading Aboriginal services, program and/or policy development, and/or administration and/or education and community development,
- An equivalent combination of education and experience may be considered,
- Demonstrated ability to lead the administrative work flow of daily activities in an office including answering inquiries, fielding questions and creating responding correspondence as needed,
- Experience or demonstrated ability to manage the time, calendar and appointments of a manager or a team,
- Experience functioning independently in a high volume, fast paced and consistently changing work environment where priorities can shift with short notice,
- Experience with typing/keyboarding and both manual and electronic filing systems,
- Project management facilitation with the ability to track, lead, monitor and organize projects and prepare for final review,
- Advanced interpersonal skills with the ability to interact professionally with people at all levels both internally and externally including the public,
- The ability to understand various policies and processes to assist Education staff with documentation and filing systems,
- Ability to work with confidential and politically sensitive information,
- Ability to travel to attend meetings as required,
- Ability to work in a high stress, high pressure environment and to meet timelines,
- Experience and understanding with First Nations culture, customs and needs,
- Understanding of and experience with First Nation administrators is an asset;
- Preference will be given to applicants of Aboriginal / First Nations ancestry with added preference to applicants from Sagkeeng First Nation.

Application deadline:
January 24, 2019

Applicants MUST submit:

- Cover letter/ résumé
- Criminal record check
- Vulnerable sectors check
- Child abuse registry (or proof of application)

Attention to:

Human Resource Manager
Sagkeeng Anicinabe
Box 3, Fort Alexander, MB
R0E 0P0

Résumés can be mailed to the above address, emailed to jobs@sagkeeng.ca or dropped off at the Sagkeeng Government Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Applicants must demonstrate in their résumés or cover letter how they meet the requirements of the position.

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED