



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Administrative Assistant - KKETS (16 weeks)

Start Date: Immediately

Location: Marten Falls First Nation- Ogoki Post

Posting Closing Date: Open until filled

The Community:

The Marten Falls First Nation reserve is located at the intersection of the Ogoki and Albany Rivers. It is approximately 400km to the northeast of Thunder Bay. The closest city with year-long road access is Nakina, which is located approximately 160 km to the south. The location of the land makes it a combination of swampy areas and drier, treeless areas. The proximity to the rivers coupled with forests full of White Spruce, Cedar, Balsam, Pine and Tamarack trees allow both ecosystems to thrive. Numerous fish species including pickerel, trout, pike, whitefish and sturgeon and animals such as caribou, bears, moose, beavers, martens, etc. are native to the Marten Falls reserve land.

Reports To

The Administrative Assistant report to and is under the direct supervision of the Band Manager.

Job Overview

The Administrative Assistant provides support to the Band Office. The Administrative Assistant is an integral part of ensuring the maintenance of effective administrative processes and representing MFFN as the first contact for incoming band members and the public.

Prerequisites:

- Minimum of a High school diploma or equivalent is preferred
- 1-3 years' experience in administrative role or secretaries, or previous clerical experience is an asset
- Hold a valid G Ontario Driver's License
- Must be willing to provide a current Police vulnerable sector check or a criminal record check

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We appreciate the interest of all applicants, however, only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated.

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Responsibilities and Duties

The duties include and are not limited to:

- Provide administrative support by directing phone calls, emails, correspondence, schedules/appointments, and handling other daily tasks.
- Prepare various documents, such as correspondence, reports, and memos as needed.
- Support Band Office staff with administrative duties like printing, copying, filing, and binding.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other portfolios in the community.
- Assisting in data entry and database management.
- Perform other assigned duties.

Skills:

- Strong written and verbal communication skills.
- Strong organizational and computer skills.
- Proficiency in Anishinaabemowin an asset.
- Possessing the ability to multitask.
- Being organised and detail-oriented
- Having excellent typing skills – speed and accuracy
- Being proficient in [Microsoft Office Suite](#), including Outlook and other organisational tools (PowerPoint, Excel etc.)
- Having the ability to work independently as well as part of a team
- Possessing a positive attitude - Maintain a professional and friendly demeanor with employees, management, community members, and visitors

Working Conditions:

- Environmental Conditions: Primarily Inside/Office environment

Compensation/Benefits:

- Salary is competitive - based on experience and education

Please send your resume to the Human Resources Department.

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Stella Idogho, RPR
Manager, Human Resources
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C: 807-935-7347

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