



Employment Opportunity
Administrative Assistant (Full-time Permanent)

The Administrative Assistant will work under the direct supervision of the Senior Management Team. The Administrative Assistant will perform a variety of administrative and clerical tasks such as providing support to our Senior Management, Department Managers and Employees.

Qualifications:

- Secondary School Diploma required;
- Administration, Legal Assistant, Business Administration Certificate, or equivalent diploma preferred;
- Experience working in administrative setting; reliability and dependability is a requirement;
- Experience in managing confidential situations and materials;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook);
- Excellent telephone skills;
- Strong verbal and written communications skills;
- Detail oriented with excellent organization skills;

Responsibilities:

- Manage calendars: set-up and confirm meetings, book appointments, events, and travel arrangements for the Senior Management and Managers;
- Answering phone calls, emails or face-to-face inquiries to directing them to appropriate personnel or taking messages;
- Coordinate meeting logistics and keep accurate minutes to be circulated to the associated members;
- Preparing letters, documentation, reports, presentations, and memos in a professional manner;
- Other administrative duties as assigned.

Closing Date: January 31st, 2025

Please send a cover letter and resume to:

Trisha Brinklow
Human Resources Manager
Email: Trisha.Brinklow@picmobert.ca
Phone: (807)822-2134 ext. 216

The employees of Netmizaaggamig Nishnaabeg are expected to be examples of healthy and positive living and as such, any offer of employment would be conditional on the candidate providing a satisfactory drug screening test and CPIC / Vulnerable Persons check. We thank you for your application, however, only those selected for an interview will be contacted.