



AETS

**Anishinaabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinaabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinaabek, Bingwi Neyaashi Anishinaabek, Kiashke Zaaging Anishinaabek, Michipicoten First Nation, Netmizaaggamig Nishnaabeg, Pays Plat First Nation and Red Rock Indian Band.

Administrative Assistant – Thunder Bay (Full Time contract May to December 2023)

You are sincere in your passion to assist in the development of a skilled Indigenous workforce, through the provision of individual and community-based employment and training initiatives. You have demonstrated experience in providing excellent customer service skills and excel at embracing diversity while establishing rapport with clients.

Under the direction of the Executive Director in co-operation with the Management Team, the incumbent will provide operational support as well as be assigned specific responsibility related to the organizations' vision, mission, values, and strategic plan that will serve the First Nation Citizens of the AETS nine member participating communities. The role includes but not limited to, working with staff, committees, stakeholders, and clients for a wide variety of duties to:

- Provide direct administrative and office management support to all members of staff
- Maintain working schedules and engagement calendars of staff
- Assist with travel schedules, book travel arrangements, and make reservations, and complete travel expense cheque requests as required
- Co-ordinate the logistical aspects of team programs, such as meetings, seminars, workshops, special projects, events and press releases
- Maintain website and social media updates including job postings, program, and other changes
- Reserve and maintain client appointments, including access to staff and computer terminals as well as the telephone room and boardroom
- Ensure clients utilize swipe card system and adhere to AETS/TBPL protocols
- Input client and project information into client database
- Receive and screen all inbound telephone calls, e-mails, and visitors to the office; refer and/or redirect calls, e-mails, or visitors as applicable
- Co-ordinate office activities, troubleshoot or escalate basic office administration issues, ensure office equipment is in good operational order or arrange for maintenance as required
- Receive incoming mail; review, evaluate, and distribute correspondence requiring priority attention of staff
- Manage outgoing mail, including maintaining postage, Purolator and other shipping requirements
- Maintain office supply storage, ordering of supplies via purchase order and ensuring adequate stock
- Facilitate communication from staff, Board of Directors, and the Board Executive
- Prepare draft reports and regular statistics, background documentation, and research
- Review documents, reports, and correspondence prepared for signature of staff for format, content, grammar, and spelling; make edits as necessary
- Take and transcribe notes of highly confidential subjects, including organizing and maintaining meeting minutes of board and executive meetings with band resolutions and other correspondence
- Prepare presentations and assist clients with job search and cover letter and resume preparation
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions
- Other administrative duties as required

Qualifications: Post-Secondary Diploma/Degree preferred. Administrative duty experience in service delivery of labour market programs; or a combination of education & training with minimum of 3 years related work experience Administration, Labour Market Program Delivery and working with a Client Database. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Access, Excel, PowerPoint, Publisher and Outlook; previous experience in working with First Nation clients; Must have a valid Class G Driver's licence and willingness to travel. A criminal record check is mandatory upon hire. It is expected that the candidates follow the AETS Covid-19 Vaccination Policy.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

Posted until position is filled.

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.