



GINOOGAMING FIRST NATION

P.O. Box 89
Longlac, Ont. P0T 2A0
Tel: (807) 876-2242
Fax: (807) 876-2495

JOB POSTING

Executive Secretary

Responsibilities:

Ginoogaming First Nation is currently seeking someone who is interested in being a part of a team to assist Chief and Council and Senior Management. This is a training position that is available for a year with the possibility of permanent employment.

The successful candidate will learn the areas defined as the Executive Secretary role in the attached job description.

The Executive Secretary may be one who is a point of contact and will represent in a positive, respectful and integral manner while assisting staff and the general public, membership. *A Job Description is attached.*

Qualifications:

- Grade 12 or equivalent.
- Interest in the Administrative Assistant field
- Knowledge and experience of First Nation culture and history.
- Eager to learn

Please submit your resume to:

Debbie Charles, HR Manager
debbie.charles@ginoogamingfn.ca

-or-

Sheri Taylor, Health Director
sheri.taylor@ginoogamingfn.ca

Wage: \$15.00 per hour/ 7 hours per day
Closing Date: Friday, July 17, 2020 @ 4:00pm

Only those selected for an interview will be contacted.



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EXECUTIVE SECRETARY JOB DESCRIPTION

Responsibilities:

The executive secretary is responsible to supporting Chief and Council and senior management in the following areas:

Answering and forwarding telephone inquiries

- Monitoring Filing and efile system
- Screening email communication, responding to emails as appropriate
- Researching conferences, trade shows, and other events that may be relevant to Ginoogaming Council
- Coordinating travel plans if required
- Making arrangements for meal orders, transportation, and other requests
- Conducting research for the Council
- Preparation and printing of reports, agendas, and other materials for meetings or distribution
- Taking minutes when required and distributing copies afterward
- Proofreading and editing documents for the Ginoogaming Council
- Keeping organized and accurate records, making updates to databases
- Assisting with special projects as needed
- Other duties as assigned by Chief and Council and Senior Management

Executive Secretary Qualifications:

- High School Diploma or equivalent
- Strong interpersonal communication skills
- Friendly personality and positive attitude

Executive Secretary Core Skills:

- Professional telephone etiquette
- Basic computer skills including use of Calendar tools, email, and Microsoft Office products
- Teamwork
- Confidentiality and discretion
- Interpersonal communication
- Attention to detail
- Dependability
- Positive attitude
- Planning
- Time management
- Proactive thinking
- Problem-solving
- Databases