



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Administrative Assistant

Job ID	B2-3C-6D-DF-7F-66	
Web Address	https://careers.indigenous.link/viewjob?jobname=B2-3C-6D-DF-7F-66	
Company	Indspire	
Location	Ohsweken, Ontario	
Date Posted	From: 2020-10-05	To: 2020-10-25
Job	Type: Fixed-term	Category: Office
Languages	English	

Description

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit, and Māori students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2019-20, Indspire awarded \$17.7 million through 5,124 bursaries and scholarships to First Nations, Inuit, and Māori youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the Indspire Awards, a celebration of the successes achieved by First Nations, Inuit, and Māori people that is broadcast nationally.

Never has there been a better time to join this national leader!

We are currently hiring for an Administrative Assistant. The Administrative Assistant provides administrative support to the Vice President, Programs and Student Success and general departmental support. The Administrative Assistant understands and anticipates the priorities of the Vice President and department, maintaining strict confidentiality when related to all activities and information of a strategic or sensitive nature.

The position responsibilities of the Administrative Assistant include:

- Provides administrative support to the Vice President, Programs and Student Success
- Supports events, including committee meetings/minutes, reports, updating lists, tracking revenue and expenses.
- Receives, filters, and responds to telephone calls or written requests, including filing and organizing emails; determines need for Vice President's involvement and/or directs to appropriate resources.
- Processes expense reports, credit card reconciliations, mail, couriers, shipping promotional materials and other administrative/office coordination duties, as directed
- Organizes and schedules Vice President's overall agenda; schedules appointments, maintains daily calendar and business travel; as well, monitors and follows up on activities that need to be brought forward to staff within the department.
- Manages and coordinates workload priorities to support the Vice President, Programs and Student Success on strategic initiatives.
- Provides administrative support to the department's Building Brighter Futures, Research and Impact, and Student Success teams.
- Coordinates various materials including general correspondence, contracts, agendas, presentations, briefing notes, and reports in preparation for Vice President's internal and external meetings.
- Coordinates and organizes distribution of materials, information and mailing lists, based on established distribution plans.
- Maintains and ensures the security of relevant Vice President's confidential electronic and paper files, including human resources files and information, agendas, materials and reports.
- Operates computers including a variety of desktop applications and corporate systems. Prepares presentation material on various software, including PowerPoint.
- Promotes and delivers excellent customer service.

• Other duties as assigned, including special projects.

Qualifications

- Completion of post-secondary education, and/or equivalent experience
- Progressive experience with a minimum of 2 years' experience in a similar environment
- Knowledge of and experience in Indigenous communities preferred
- Demonstrated openness to learning and willingness to engage in cultural competency training
- Ability to conduct research with publicly available sources and provide effective administrative support
- Effective customer service skills and ability to interact with a variety of people
- Demonstrated ability to communicate effectively
- Experience working with databases
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Publisher in particular)
- Basic knowledge of contact/customer relationship management databases is a requirement
- Demonstrates good organizational skills with ability to multitask
- Attention to detail and good problem-solving skills
- Demonstrates knowledge of office equipment, systems, and procedures
- Must be able to work occasional evening and weekends

The duties within this job description can be amended from time to time.

How to Apply

This is a 1-year contract position based at Indspire's Six Nations office. The salary range is competitive. We are an Indigenous organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit, and Métis people and all others interested in this position.

To apply, please forward your résumé and cover letter to hr@indspire.ca. All qualified candidates will be contacted directly. Only those candidates selected for an interview will be contacted.

To learn more about Indspire, visit indspire.ca.

Deadline for Applications: Sunday, October 25, 2020