



Fort Frances Tribal Area Health Services Inc.
Internal Job Posting
For
Casual Administrative Assistants

Preamble

Fort Frances Tribal Area Health Services Inc. is a corporation that provides health care, mental health and addictions treatment services to the 10 First Nations.

Position Summary

To provide clerical and administrative support services to all administrative units as required on an on-call basis including, but not limited to typing, word processing, proofreading, preparing reports, processing correspondence, filing, scheduling meetings, recording at meetings, receiving visitors, maintaining files and conducting special projects, and all other administrative duties as assigned.

Job Duties

- Answer general phone inquiries in a professional and courteous manner.
- Greet visitors to the agency in a professional and friendly manner.
- Receives clients entering the building and referring them to appropriate staff
- Maintains a central filing system.
- Performs typing for the Director and his/her staff members eg. Correspondence, memos, charts, minutes of meetings, statistics, etc.
- Maintains journal log for fax transmissions, internal and external mail for the agency.
- Prepare and edit correspondence, communications, presentations and other documents.
- Co-ordinate project-based work.
- Other job related duties as assigned.

Qualifications

- Minimum secondary high school graduation diploma. Graduate of a college-level secretarial or office administration course preferred.
- A minimum of two years previous work experience as an Administrative Assistant
- Proficiency in the use of computer programs for: Microsoft Office Suite (Word, Outlook, Excel, Power Point);

- Must possess valid Driver License with good driving record.
- Strict adherence to the Oath of confidentiality, professional ethics and conduct.
- Have the ability to understand and follow oral and written instructions;
- Ability to communicate effectively in Anishinaabemowin is a definite asset.
- Experience working with First Nations people and/or in a First Nation/Aboriginal organization
- Knowledge of Anishinaabe culture and customs is preferred or an openness and willingness to learn.
- The successful candidate must be able to provide a clear Criminal Records check.

ON YOUR COVER LETTER, YOU ARE ENCOURAGED TO IDENTIFY THAT YOU ARE A MEMBER OF A FIRST NATION COMMUNITY.

Requirement for Submission

Applications must include a signed cover letter, resume, and list of three employment related references. Any applications submitted without the required documentation will be considered incomplete. Interested applicants can forward their information to:

Cathy Handberg, Human Resource Manager.
P.O. Box 608
Fort Frances, ON
P9A 3M9
Fax: (807) 274-9669
Or email to:
chanberg@fftahs.org

Deadline for application submission: Thursday, February 7, 2019

A full job description is available upon request.

Fort Frances Tribal Area Health Services Inc. welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspect of the selection process. While we appreciate all who apply, we will only contact those persons selected for an interview.

Miigwech, Thank You.