



RAINY RIVER FIRST NATIONS

Invites applications for the position of

EXECUTIVE ASSISTANT

Reporting to the Manager of Administration, the Executive Assistant is responsible for providing a wide variety of administrative and secretarial support to the Manager of Administration and to Chief and Council. The ideal individual will have the ability to exercise good judgement in a variety of situations, have strong written and verbal communication, administrative and organizational skills and the ability to maintain and manage multiple priorities.

DUTIES:

- Provide accurate and efficient administrative support to the Manager of Administration and Chief and Council;
- Prepare correspondence, meeting minutes and agendas, reports and other documents as required;
- Handle and maintain confidential information with a high degree of integrity and discretion;
- Arrange travel plans and prepare itineraries;
- Manage all schedules and appointments for the Manager of Administration and Chief and Council.

QUALIFICATIONS:

- Minimum Grade 12 diploma or equivalent;
- Post-Secondary Diploma in Business Administration or a combination of relevant education and training;
- 3 years' experience working in an administrative environment;
- Proficient with Microsoft Office Suite (Outlook/Word/Excel/PowerPoint).

TERMS AND CONDITIONS:

- Must be able to provide current Criminal Reference Check satisfactory to the First Nation;
- Must adhere to the Rainy River First Nations' Drug Testing Policy;
- Must have the ability to work flexible work hours, which may include evenings and weekends;
- Must have valid driver's license and access to a vehicle.

Please apply in writing by **4:00 PM on Friday, February 15th, 2019**. Applications must include a cover letter, current resume, three (3) employment related references, two of which must be from a current or recent supervisor with written permission to contact these references.

Complete Job Description available upon request.

Please submit application to:

Verna DeBungie – HR Manager

P.O. Box 450

Emo ON, P0W 1E0

Email: v.debungie@rrfns.com

For further information, contact Verna DeBungie, HR Manager at (807) 482-2479 ext. 249.

We thank all applicants but only those invited for an interview will be contacted.

The Rainy River First Nations is an equal opportunity employer.