



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

EMPLOYMENT OPPORTUNITY

Administrative Assistant Internal and External Competition

**Full-time, Permanent position
(Hybrid - Ottawa office)**

Deadline for applications: February 27, 2023 (or until filled)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected *by First Nations people for First Nations people* has the power to change lives, by influencing knowledge-based decision-making and inspiring effective policy and programs for all First Nations communities.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

About the Role

Reporting to the Director, Corporate Services, the Administrative Assistant provides administrative support to the Corporate Services department. The position provides administrative assistance to the Director and their team in the development and overall administrative management of the Department. The incumbent works closely with the Director to effectively keep them informed of upcoming commitments and responsibilities and by following up appropriately. Further, the Administrative Assistant will support the Director by ensuring the administrative and financial details are recorded, monitored and contracts are fulfilled and processed in accordance with FNIGC policy and procedures.

Duties and Responsibilities

1. Performs all reception and general office work including clerical duties such as answering phones, photocopy and filing
2. Maintains and schedules appointments and meetings for the Director
3. Orders and keeps track of office supplies for the department
4. Organizes and maintains the department files, records and data base
5. Opens, sorts and routes incoming mail for distribution within the organization
6. Sends outgoing mail such as couriering of documents, packages on behalf of the department

7. Files, classifies and organizes all incoming correspondence, reports and maintains file index of all correspondence and resource materials as required
8. Organizes meeting arrangements by preparing mail-outs, call packages, assembling information kits, photocopying and collating information
9. Books conference and meeting facilities for meetings and workshops as required
10. Maintains copies of accounting records of the department and reconciles budgetary reports produced by Finance
11. Prepares and completes cheque requisitions and purchase orders for the department
12. Makes travel arrangements for departmental staff as required, by booking flights and confirming hotel reservations and car rentals
13. Assists with the coordination of telecommunication activities: orders and assigns devices and accessories, updates incoming/outgoing user profiles and departments, and maintains outgoing message recordings and call routing
14. Assists with facility management activities: orders, assigns, and tracks building and parking passes for employees, including office keys and security fobs
15. Assists in the organizing of FNIGC's attendance at events and conferences; this includes travel, and logistics.
16. Prepares draft correspondence and uses mail merging techniques, as required
17. Types meeting summaries and proofreads correspondence, reports, statements, invoices, forms and other documents from notes or tape-recording devices
18. Communicates in writing with other departments as required
19. Participates in project activities as required

Job Requirements

- Knowledge and understanding of issues facing First Nations locally, regionally, and nationally is required
- Excellent English verbal and written communications skills, including demonstrated ability to write precisely and concisely
- Strong organizational and time management skills, ability to meet timelines
- Discretion and confidentiality
- Strong interpersonal skills with an approachable manner
- Strong work ethic and a high degree of accuracy and attention to detail, with demonstrated ability to follow established processes
- Ability to take initiative, be self-motivated, and use independent judgement to respond appropriately
- Ability to work both independently and as part of a team
- Good judgment and analytical skills
- Capacity to learn and adapt to change
- Advanced knowledge of Microsoft Office suite including Word, Excel, PowerPoint, and Outlook, including calendar management, and establishing recurring tasks/reminders
- Experience working with First Nations organizations and communities is an asset
- Knowledge of SharePoint is an asset
- Notetaking experience is an asset
- Basic knowledge of financial processes for preparation of expense claims and similar would be an asset
- First Nations lived experience is a strong asset
- Bilingualism (English and French) is an asset

Education and Experience

- College diploma in business administration or equivalent
- A minimum of two years' experience as an Administrative Assistant or an equivalent combination of education and experience

Application Information

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by February 27, 2023, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.