



Employment Opportunity

Job Title: Administrative Assistant – Education & Training (full time, permanent)

Location of position: St. George's, NL

Hours of Work: 35 hours per week, Monday to Friday

Salary: \$30,000 per annum

Job Description and Responsibilities: The Administrative Assistant will be responsible to provide administrative support to the Director of Education & Training and support to the Client Intake Officer during application deadlines. Duties include but are not limited to:

- Provides the first point of contact for Band members seeking program support and services
- Assist in the review of student files with the Client Intake Officer to ensure completion of applications
- Inputting tombstone data of clients in the ARMS system
- Maintains a comprehensive master list of individuals seeking services
- Responds to public and membership inquiries concerning application processes and outcomes as appropriate
- Answer general phone inquiries using a professional and courteous manner and direct phone inquiries to the appropriate staff members
- Reply to general information request with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Use of word processing, spreadsheets and database software to prepare reports, memos and documents
- Sort incoming inquiries mail, faxes and courier deliveries for distribution and prepare and send outgoing faxes, mail, and courier parcels
- Organize and maintain an adequate supply of office supplies for the department by creating office supply orders when necessary
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Make travel, meeting and other arrangements for the Director and staff as required
- Coordinate the maintenance of the department's office equipment
- Check the Band's website to ensure that the department's information is up to date
- Record and prepare minutes for standing committee and other formal meetings
- Perform other related duties as required

Qualifications: The successful applicants will demonstrate strong analytical capabilities, effective writing skills and demonstrate strong interpersonal and communication abilities. Knowledge of word processing, databases, and spreadsheets, with proficiency in the operation of computers, voice messaging systems and other office equipment is required.

Education: Completion of a post-secondary education in Office Administration, Business Administration, or another related field.

Experience: 2-3 years of experience working in a client/customer-based environment. Experience working with client files and data management systems would be an asset.

Working Conditions: This position is office based. The duties are predominantly met during regular business hours. Some overtime work, changes to regular scheduling and travel may be required at specific times throughout the year.

Apply: If you are interested in this position, please apply electronically with resume, covering letter and three business references to:

jobopportunities@qalipu.ca with subject line "E & T Office Admin"

Mrs. Janet McAuley, Human Resources Manager
Qalipu Mi'kmaq First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of submission: Friday, February 21, 2020 at 4:00 P.M.

Please note: Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a vulnerable sector query is required.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation, please indicate it in your cover letter.