



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC JOB OPPORTUNITY Administrative Assistant

**Full Time Term Position Starting as soon as possible - March 31, 2023
(Maternity Back-Fill)
(With possibility of renewal)**

Description: Provide reception and administrative duties for the organization in a professional and personable manner. In addition, important elements will include the organization and coordination of facilities, meetings and meeting preparation.

Specifically, the position is required to provide Administrative Support Services for the Governance Staff.

Who Can Apply: Applicants should possess a recognized administrative/office diploma. A combination of comparable, relevant and recent education and experience will also be considered.

Experience: Applicants must have at least 2-5 years' experience working as an Administrative/Office Assistant or 1-3 years' experience working for a First Nation community or organization.

Abilities & Skills:

- Possess a valid driver's license, have a reliable vehicle and be willing to travel when required.
- Demonstrated proficiency in computer software such as, Desktop Publishing, Microsoft Word, PowerPoint, Excel, Outlook, Internet, Ring Central, Box etc.
- Knowledge of First Nation communities and organizations in the region.
- Strong organization, communication, time management, multi-tasking and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

Essential Functions and Duties:

- Reception – answering/transferring/screening phone calls, emails, and messages.
- Provide administrative support to the Governance department.
- Record/date/scan incoming and outgoing mail as well as prepare courier packages.
- Updating contact lists.
- Typing and editing of documents.
- Maintains photocopiers and orders supplies.
- Booking boardrooms internally and externally.
- Circulation of interoffice and regional memos via email/fax.
- Sending memos, notifying members of meetings.
- Prepare travel claims.
- Data Entry.
- Prepare purchase orders.
- Order supplies.
- Assist with special projects and events as required.
- Travel to meetings when required to provide Admin. Support.
- Work well independently as well as part of a team.

Salary: Depending on qualifications and experience

Location: APC Head Office in Cole Harbour, Dartmouth, Nova Scotia.

Start date: As soon as possible

If you are interested, qualified and would like to be part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition #2022-01-06 on the cover letter and subject line of your email**);
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** by **4:30 p.m. (Atlantic Standard Time) on Friday, January 21, 2022**

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.