

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
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TELEPHONE: (519) 652-3244

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JOB POSTING

Position: Senior Administrative Assistant
Division: Social Services
Hours: 35 hours per week, 8:30a.m. – 4:30p.m., Monday – Friday

Term: Permanent Full-Time
Salary: Competitive salary range

Posting Date: March 26, 2024

Closing Date: April 2, 2024 at 4:30p.m.

JOB SUMMARY:

Reporting to the Director of Social Services, the **Senior Administrative Assistant** will provide a combination of high-level administrative support, financial record-keeping, and management duties by supporting with daily administrative tasks, scheduling appointments, coordinating meetings, managing phone calls and emails.

This position will ensure smooth function of day-to-day office operations within the Social Services Division.

The Senior Administrative Assistant is required to assume acting capacity in the absence of Director of Social Services.

QUALIFICATIONS:

1. Post-secondary diploma in Office Administration or related discipline.
2. Minimum two (2) years work experience in a similar capacity.
3. Must be able to demonstrate a high level of proficiency using Microsoft Office Suite.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover Letter – **must address the qualifications outlined.**
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent (completed within a 6-month timeframe) CPIC, **at their own expense.**
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email hr.recruitment@oneida.on.ca.