

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Administrative Assistant
Term: Permanent Full-Time
Department: Governance Services and Dispute Resolutions
Division: Political Office
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: October 8, 2024

Closing Date: October 21, 2024, at 4:30p.m.

JOB SUMMARY:

The **Administrative Assistant** serves as the primary point of contact for all visitors to the Governance Office. This role is pivotal in ensuring the smooth operation of the office by providing comprehensive administrative support. Responsibilities include managing incoming and outgoing correspondence, coordinating the Governance Services boardroom schedule, and creating and maintaining an organized filing system. The Administrative Assistant must exhibit strong interpersonal skills, maintain strict confidentiality, and provide exceptional service to all visitors and staff.

EDUCATION and EXPERIENCE:

1. College Diploma in Office Administration, or related field, **preferred**.
2. Minimum Grade 12 Diploma **or** equivalent **plus** 2 to 3 years work experience as an administrative assistant or in a related field.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Vulnerable Sector Check (completed within a 30-day timeframe), **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.