

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
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JOB POSTING

Position: Administrative Assistant
Term: Permanent Full-Time
Department: Oneida Language and Cultural Centre
Division: Life Long Learning
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m., must be flexible to align work schedule with program requirements which will include some evenings, weekends, and statutory holidays

Posting Date: June 18, 2025

Closing Date: July 3, 2025, at 4:30p.m.

JOB SUMMARY:

The **Administrative Assistant** plays a key role in supporting the Oneida Language and Cultural Centre by delivering a broad range of high-level administrative, financial, and program-related support. This position is essential to ensuring the efficient day-to-day operations of the Oneida Language and Cultural Centre and contributes to the overall success of the program and initiatives.

Key responsibilities include managing internal and external communication, preparing reports, coordinating special projects, and organizing schedules and travel arrangements. The Administrative Assistant will act as a primary point of contact for staff, vendors, and community members, and will assist with facility bookings and responding to public inquiries.

In addition, the role supports financial functions such as assisting with budget preparation, processing financial documents, and generating financial reports. The Administrative Assistant is also responsible for maintaining organized filing systems, overseeing office supply inventory, and assisting in the development and implementation of policies and procedures.

EDUCATION:

1. A College Diploma in Office Administration or a related field is preferred.
2. A minimum of a Grade 12 Diploma or equivalent is required.

EXPERIENCE:

1. A minimum of two (2) to three (3) years experience in an administrative assistant role or a similar position.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
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 interviews 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.