

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: Home and Community Care and Human Services
Division: Health
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: September 11, 2025

Closing Date: September 25, 2025, at 4:30p.m.

JOB SUMMARY:

The **Administrative Assistant** provides dedicated support to two program areas: **Home & Community Care** and **Human Services**, with responsibilities evenly split (50/50) between both. This position supports each program coordinator and their respective teams, ensuring smooth and efficient day-to-day operations.

The Administrative Assistant plays a key role in supporting program delivery by managing a wide range of administrative tasks and serving as a central point of contact for internal and external communications. General responsibilities include organizing meetings, preparing documentation, managing calendars, maintaining records and databases, coordinating travel and inventory needs, and assisting with event planning.

The ideal candidate is highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of accuracy and professionalism.

EDUCATION:

1. Grade 12 Diploma or equivalent is required.
2. Post-Secondary Diploma in Office Administration or related field is preferred.
3. Valid First Aid/CPR certification or willingness to obtain.

EXPERIENCE:

1. At least one year of work experience as an administrative assistant or in a similar clerical role.
2. Proficient computer skills including knowledge of Microsoft Office applications.
3. Must demonstrate strong integrity, sound judgment, and the ability to maintain confidential information appropriately.

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 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.