

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
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SOUTHWOLD, ONTARIO
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JOB POSTING

Position: Office Assistant
Term: Permanent Full-Time
Department: Economic Development and Community Centre
Division: Community and Social Services
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: February 4, 2026

Closing Date: February 18, 2026, at 4:30p.m.

JOB SUMMARY:

The **Office Assistant** plays a critical role in supporting the effective operation of the Economic Development and Community Centre offices. This position provides high-level administrative, financial, and program support to ensure day-to-day activities run smoothly and efficiently. Key responsibilities include managing administrative workflows, maintaining financial records, coordinating meetings and appointments, responding to inquiries, and supporting program initiatives and facility operations.

This role serves as a central point of coordination for staff, community members, vendors, and partner organizations. The Office Assistant contributes to project planning, communication efforts, facility bookings, and event coordination, while also assisting with reporting requirements. Strong organizational skills, attention to detail, and the ability to manage multiple priorities are essential to success in this position.

The Office Assistant is instrumental in maintaining a professional, responsive, and well-organized environment that supports the goals and activities of the Economic Development and Community Centre teams.

EDUCATION:

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

EXPERIENCE:

1. A minimum of two (2) years of experience in a similar role is preferred.
2. Must demonstrate a high level of proficiency with Microsoft Office applications.

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 Criminal Record 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.