



EMPLOYMENT OPPORTUNITY (2nd Posting)

POSITION: Post-Secondary Administrative Assistant (Maternity Leave)
LOCATION: Post-Secondary Student Support Services
SALARY: \$22.60/hour
START DATE: Immediate
END DATE: January 24, 2025

Under the direct supervision of the Post-Secondary Lead Navigator and general direction of the Senior Business Official, the Post-Secondary Administrative Assistant will assist in the clerical and financial administration of the Post-Secondary program of the Wiikwemkoong Board of Education.

RESPONSIBILITIES:

- Provide administration and clerical support for post-secondary programming.
- Provide information by answering questions and requests via face-to-face, email and telephone.
- Maintain a general filing system and photocopying as required.
- Assist in maintaining student records.
- Record incoming and outgoing mail, ensure proper postage and delivery of outgoing mail daily.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Assist in the financial administration of the program as directed by Program Manager.
- Assist in preparation of annual funding report as requested by ISC (Indigenous Services Canada).
- Assist with the processing of Education Assistance applications and data entry.
- Assist with the planning of orientation workshops and the annual graduation ceremony.

QUALIFICATIONS:

- Reporting skills, Administrative Writing Skills, Microsoft Office 365 skills.
- Organization, Professionalism, Problem Solving and Verbal Communication.
- Working knowledge of a centralized filing system.
- Ability to work independently with minimal supervision and as a team player.
- Grade 12/or college graduate in Business field/or demonstrated work experience.
- Knowledge and appreciation of Anishinabek culture, traditions, language, and history.
- Provide a cover letter, resume, and three current work-related references.
- Provide current vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

DEADLINE: Tuesday, October 29, 2024 @ 2 PM

DIRECT APPLICATIONS TO: "Post Secondary Administrative Assistant"
Wiikwemkoong Board of Education
34 Henry Street
WIKWEMIKONG, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: 705-859-3834 Fax: 705-859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.

Note: Only those selected for an interview will be contacted.