



Roseau River Anishinaabe First Nation Government
 P.O. Box 30
 Ginew, Manitoba
 ROA 2R0
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Job Title:	Administrative Assistant	Job Category:	Administrative
Department/Group:	Ginew Employment and Training Services	Job Code/ Req#:	Job Code/ Req#
Location:	Roseau River Anishinaabe First Nation	Travel Required:	Yes
Level/Salary Range:	Salary to be determined	Position Type:	Full Time
HR Contact:	Donna Hayden – Human Resource	Date Posted:	February 12, 2024
Will Train Applicant(s):	Applicant will be trained	Posting Expires:	February 23, 2024

Applications Accepted By:

EMAIL:

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MAIL:

ROSEAU RIVER ANISHINAABE FIRST NATION

P.O. Box 30

Ginew, Manitoba ROA 2R0

Job Description

Position Overview:

The Ginew Employment and Training Administrative Assistant is responsible for the planning and coordination of duties assigned by the Supervisor of the Ginew Employment and Training Services and to act as a confidential assistant to these positions.

Strategic and Operational Planning

- Assist the Coordinator to carry out the strategic plans for the Ginew Employment and Training programs

Program and Service Delivery

- Compose and produce correspondence per general instructions or in reply to written or verbal inquiries as requested.
- Track and pick up office supplies, complete requisition forms, maintain records and checks, and record and distribute goods received.
- Maintain and organize filing systems of records, documents, and reports including those considered confidential in nature.
- Schedule appointments, make travel arrangements (hotel accommodations, flights, car rental), and arrange meetings as required.
- Record, type, and distribute agendas, related documentation, and minutes of committee meetings.
- Perform and supervise data entry and various other processing and retrieval operations using software approved by GETS.

- Research and compile information for employment and training-related initiatives.
- Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned.

Relationship Management

- Manage staff in accordance with Band standards and performance expectations including routine supervision and performance evaluations.
- Promote and provide for a positive working environment aligned with the culture and values of the RRAFN.
- Maintain an open, equitable, and service-oriented relationship between the community and the Band administration.
- Delegating work required utilizing the Receptionist to assist the Administrative Assistant.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by GETS Coordinator or Director of Operations.

Knowledge, Skills, and Abilities:

- Strong ability to establish good working relationships, both internally and with external stakeholders
- Good time management skills with the ability to prioritize workload and pay great attention to detail
- Good ability to work in a team or independently with minimal supervision
- Strong ability to maintain strict confidentiality with respect to government office documents
- Strong verbal and written communication skills, including the use of proper grammar
- Strong knowledge in the operation of office equipment, such as a photocopier, fax, telephone, and computer
- Strong working knowledge of methods and procedures used in maintaining an office
- Good working knowledge of MS Office applications
- Possess cultural awareness and sensitivity
- Demonstrate dedication to the role and to the RRAFN Community

Experience and Education Requirements:

- Minimum high school diploma or the equivalent
- Minimum two years' experience in the administrative field

Working Conditions:

- *Physical Effort:* This position involves prolonged time working on a computer and in an office environment Occasional travel may be required.
- *Environment:* Duties for this position are typically performed indoors in an office environment.
- *Mental Demands:* This position is in a busy environment subject to regular distraction with telephones and emails.

Other Requirements:

- Professional appearance
- Follow all Roseau River Policies and Procedures and display a commitment to the values and culture of the Roseau River Anishinaabe First Nation
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required
- Child Abuse Registry check