



Roseau River Anishinaabe First Nation Administration  
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<b>Job Title:</b>	Administrative Assistant	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Government	<b>Job Code/ Req#:</b>	Job Code/ Req#
<b>Location:</b>	Roseau River Anishinaabe First Nation	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Salary to be determined	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Donna Hayden – Human Resource	<b>Date Posted:</b>	January 31, 2025
<b>Will Train Applicant(s):</b>	Applicant will be trained	<b>Posting Expires:</b>	February 14, 2025
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:donna.hayden@rrafn.com">donna.hayden@rrafn.com</a>		<b>MAIL:</b> <b>ROSEAU RIVER ANISHINAABE FIRST NATION</b> <b>DONNA HAYDEN, HUMAN RESOURCES</b> P.O. Box 200 Ginew, Manitoba R0A 2R0	
<b>Job Description</b>			
<b>POSTING EXTENDED</b>			
<b>Position Overview:</b> <p>The Administrative Assistant is responsible for the planning and coordination of duties assigned by the Director of Operations and/or Chief and Council and to act as a confidential assistant to these positions. The role is also the recognized leader of the administrative duties and in planning and coordinating the work of the Receptionist and Janitor for the Government Office.</p> <p>General duties include:</p> <p><b>Strategic and Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Assist the Director of Operations to carry out the strategic plans for the RRAFN government office.</li> <li>• Oversee the development of the janitorial plan.</li> </ul> <p><b>Program and Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Perform the function of a team leader in assigning and coordinating the activities of the Receptionist and Janitor.</li> <li>• Compose and produce correspondence per general instructions or in reply to written or verbal inquiries as requested.</li> <li>• Order materials and supplies by consulting catalogues, complete requisition forms, maintain records and checks, and record and distribute goods received.</li> </ul>			

- Maintain and organize filing systems of records, documents, and reports including those considered confidential in nature.
- Schedule appointments, make travel arrangements, 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 the government office.
- Research and compile information for government-related initiatives.
- Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned.

#### ***Council Governance***

- Support the preparation of materials and reports in support of Band Council operations.
- Attend all Band Council meetings, help coordinate the preparation of agendas, information and resources for Band Meetings and Band Council Members.
- Support preparation and circulation of minutes of Band Council Meetings as well as all Band Council Resolutions.

#### ***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.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by direct supervisor or Chief and Council.

#### **Knowledge, Skills, and Abilities:**

- Strong ability to establish good working relationships, both internally and with external stakeholders
- Great 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 ability to follow directions, using guidelines and good judgement
- Must have great communication, interpersonal, and organizational skills
- 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
- Must hold a valid Class 5 driver's license
- Must have access to a reliable vehicle
- Knowledge of traditional practices, ceremonies and teachings
- Respect and sensitivity towards RRAFN culture, traditions and teachings
- Must provide a clear criminal record – vulnerable sector, and child abuse registry check
- Speaking Ojibway is an asset but not a requirement