



Pimicikamak Okimawin
P.O. Box 399
Cross Lake, Manitoba R0B 0J0 Canada

JOB OPPORTUNITY

JOB TITLE: Administrative Assistant to the Administrator

As a part of the ongoing implementation of the Grant Funding, which includes Northern Flood Agreement (NFA), Pimicikamak Okimawin is looking for an Administrative Assistant who will provide administrative services and support to the **CHIEF AND EXECUTIVE COUNCIL** and **Administration Staff** and its programming at the Pimicikamak Okimawin Administration Office.

Location: Cross Lake Hours: 40 per week

Duration: Permanent

Primary Responsibilities

You will be under the supervision of the Administrator, and you are expected to fulfill the following duties as the Administrative Assistant:

- ensure that all Pimicikamak and Cross Lake Band of Indians resolutions, meeting minutes, correspondence and information are maintained and records of such are properly kept;
- attendance at all Pimicikamak Okimawin Four Councils, Executive Council and Pimicikamak Staff meetings to ensure that all decisions and directions established are recorded, designed and directed to the appropriate offices;
- ensure that all Pimicikamak Okimawin Four Councils or Executive Council meetings are prepared with formal notice with draft agenda is complete prior to each meeting
- attendance at all Pimicikamak Okimawin and other Senior meetings to ensure that all decisions and directions established are recorded, designed and directed to the appropriate offices;
- gather and prepare necessary information prior to Pimicikamak related meetings that the Chief and Council participates in, including but not limited

"I now leave my beloved northlands in good hands" – Chief Albert R. Sinclair (1939)

to agendas for meetings in accordance with the instructions of the Executive Council and/or other members of the Four Councils;

- gather and prepare necessary information prior to Pimicikamak Okimawin related meetings that the Administrator participates in, including but not limited to agendas for meetings in accordance with the instructions of the Chief and/or other members of the Four Councils;
- establish and maintain an effective filing system, and effective flow of information for Pimicikamak Okimawin, including ensuring regular distribution of correspondence to the members of the Four Councils, Secretary to the Councils or other officers of the Nation;
- collaborate with the **Band Administrative Assistant** maintain an effective filing system, and effective flow of information for the "ex-officio" Chief and Council of the Band including ensuring regular distribution of correspondence to the Chief and Council of the Band, the Band's Senior Administration or affected Programs or Services of the Cross Lake Band of Indians.
- keep track and file in an orderly fashion of correspondence, new releases, and any other relevant information from various agencies and organizations;
- establish and maintain a recording and monitoring system for the Pimicikamak Okimawin Chief of the Nation and Four Councils' meetings, functions and engagements, including but not limited ensuring proper notice for Council meetings and membership meetings are posted and distributed;
- preparing correspondence on behalf of the Chief and the Four Councils, as may be directed;
- preparing correspondence on behalf of the Executive Council, as may be directed;
- Reviewing of the emails daily and providing briefing sheets for issues relevant to the correspondences for the office
- Providing information packages for meetings when required
- Ordering office supplies when directed
- any other related task or duty as directed by the Administrator

"I now leave my beloved northlands in good hands" – Chief Albert R. Sinclair (1939)

Knowledge and Skills

- ❖ Minimum certificate in Administration field, with training/experience in office procedures or a combination of relevant education and experience will be considered.
- ❖ Must have computer training and/or knowledge of Microsoft Word, Excel, and Outlook
- ❖ Administrative background and typing skills with a minimum of 40 words per minute and accuracy.
- ❖ Must have the ability to communicate effectively, both orally and written
- ❖ Excellent administrative and organizational skills
- ❖ Must have pleasant and professional personality and telephone etiquette
- ❖ Knowledge of and appreciation for Cree culture and aspirations are essential
- ❖ The ability to speak Cree would be a definite asset
- ❖ Must be able to work independently and demonstrate initiative and be a team player in a fast-paced environment
- ❖ Must be able to travel and have reliable means of transportation
- ❖ Must be able to work flexible hours
- ❖ The incumbent would normally attain the required knowledge and skills through completion of bookkeeping and office procedures coursework combined with related financial and administrative experience. Equivalencies will be considered.

How to Apply

Applications may be submitted by e-mail or hand delivery no later than August 31, 2023
@ 3:00 p.m. to:

Pimicikamak Okimawin Human Resources Committee
Attention: Chris Ross
Email: chrisross65@hotmail.com
Drop-off: Band Office
Mail: BOX 10 CROSS LAKE MANITOBA R0B
OJ0

Questions may be directed to Chris Ross via email at chrisross65@hotmail.com

"I now leave my beloved northlands in good hands" – Chief Albert R. Sinclair (1939)