



EMPLOYMENT OPPORTUNITY

Executive Assistant to Chief Executive Officer

The United Chiefs and Councils of Mnídoo Mnising Tribal Council (UCCMM) was established in 1979 to support the First Nation communities of Mnídoo Mnising. Located in M'Chigeeng First Nation, UCCMM provides support and services ranging from Administrative, Finance, Justice, Technical, to Lands and Resources. The prime responsibility of this position is to work directly with the Chief Executive Officer of UCCMM to provide all supports as required by the nature of the CEO role.

Job Responsibilities:

- To organize meetings involving multiple stakeholders including UCCMM board meetings and Ministerial meetings as necessary
- Provide direct administrative and office management support to all senior management members, as directed
- Maintain work schedules and calendars of CEO
- Maintains inventory of equipment and furnishings
- Maintains voicemail system, list of alarm codes, cell numbers and copier codes
- Prepare travel schedules, book travel arrangements, and make reservations for CEO and all senior management
- To maintain the CEO's filing system
- To complete Human Resource related tasks including the maintenance of staff time sheets files
- Prepare meeting minutes, correspondence, internal and external memos as required
- Coordinate logistics of senior management programs including meetings, seminars, workshops, special projects and events as required
- Assist in the preparation of the Annual Report for the Annual General Assembly
- Prepare draft reports, background documentation, and research
- Assist CEO with incoming telephone calls, e-mails and visitors
- Assist in minor finance preparation for the CEO and other related duties
- Other duties shall be assigned as required
- Overtime may be required

Skills/Knowledge

- Excellent interpersonal, written and oral communication skills
- Strong organization skills and proven ability to work in a multi-tasking environment
- Proven ability to work independently
- Strong computer skills including Word, Excel, Power Point and MS Outlook
- Ability to exercise good judgment, show initiative and be proactive
- Knowledge of policy development
- Ability to interpret and implement policies and procedures
- Able to work well under pressure and meet set deadlines
- Sound analytical thinking, planning, prioritization, and execution skills
- Attention to detail in all areas of work
- Proven organizational and time management skills
- Strong knowledge of office procedures and practices
- High standards of ethics and confidentiality to handle sensitive information

Qualifications:

- A Post-Secondary Diploma in Business Administration
- 5 years of work-related experience
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)

Other: Ability to speak or committed to learn the Ojibway language

Salary Range: Based on qualifications and experience

Deadline for Applications: May 17, 2019 at 12 p.m.

Please submit a letter of application and resume with three written employment references, one from current/most recent employer and current Criminal Reference Check. **Incomplete or late packages will not be accepted.** Only hard copies will be accepted. Please forward to:

Hazel Recollet, Chief Executive Officer
United Chiefs and Councils of Mnídoo Mnising
P.O. Box 275, M'Chigeeng, ON P0P 1G0

We thank all applicants for their interest, however, only those applicants under consideration will be contacted for an interview.