



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Internal and External Competition

**Full-time, Permanent position
(Hybrid work – Ottawa office)**

Deadline for applications: January 5, 2024 (or until filled)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view. FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships.

FNIGC is responsible for a wide range of work. In collaboration with our regional partners, FNIGC supports First Nations communities by contributing directly to building data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge translation and dissemination activities, offers education and training, and promotes the advancement of the First Nations principles of OCAP®.

Critically, FNIGC and our regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that rights-holding First Nations can use, via our governance, to assert sovereignty over their data and information.

The successful candidate will be eligible for flexible work hours, hybrid work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

About the Role

Reporting to the Director, Corporate Services, the Administrative Assistant provides administrative support to the Corporate Services department. The position provides administrative assistance to the Director and their team in the development and overall administrative management of the Department. The incumbent works closely with the Director to effectively keep them informed of upcoming commitments and responsibilities and by following up appropriately. Further, the Administrative Assistance will support the Director by ensuring the administrative and financial details are recorded, monitored and contracts are fulfilled and processed in accordance with FNIGC policy and procedures. At times, this position also provides support and administrative assistance to the Director Finance.

Duties and Responsibilities

1. Performs all reception and general office work including clerical duties such as answering phones, photocopy, and filing.
2. Assists with facility management activities, including but not limited to: orders, assigns, and tracks building and parking passes for employees, office keys and security fobs.
3. Assists with gathering quotes and working with service providers as required.
4. Creates and maintains inventory such as kitchen supplies, office furniture and wall art.
5. Maintains and schedules appointments and meetings for the Director.
6. Orders and keeps track of office supplies for the department.
7. Organizes and maintains the department files, records, and data base.
8. Opens, sorts and routes incoming mail for distribution within the organization.
9. Sends outgoing materials such as couriering of documents, packages, and equipment on behalf of the department.
10. Files, classifies, and organizes all incoming correspondence, reports, and maintains file index of all correspondence and resource materials as required.
11. Organizes meeting arrangements by preparing mail-outs, call packages, assembling information kits, photocopying, and collating information.
12. Books conference and meeting facilities for meetings and workshops as required.
13. Maintains copies of accounting records of the department and reconciles budgetary reports produced by Finance.
14. Prepares and completes cheque requisitions and purchase orders for the department.
15. Makes travel arrangements for departmental staff as required, by booking flights and confirming hotel reservations and car rentals.
16. Assists with the coordination of telecommunication activities: orders and assigns devices and accessories, updates incoming/outgoing user profiles and departments, and maintains outgoing message recordings and call routing.
17. Assists in the organizing of FNIGC's attendance at events and conferences; orders and maintains inventory of promotional items. This also includes the logistics, booking for travel and hotel.
18. Prepares draft correspondence and uses mail merging techniques, as required.
19. Types meeting summaries and proofreads correspondence, reports, statements, invoices, forms and other documents from notes or tape-recording devices.
20. Communicates in writing with other departments as required.
21. Participates in project activities as required.

Job Requirements

1. Knowledge and understanding of issues facing First Nations locally, regionally, and nationally is required.
2. Excellent English verbal and written communications skills, including demonstrated ability to write precisely and concisely.
3. Strong organizational and time management skills, ability to meet timelines.
4. Discretion and confidentiality.
5. Strong interpersonal skills with an approachable manner.
6. Strong work ethic and a high degree of accuracy and attention to detail, with demonstrated ability to follow established processes.
7. Ability to take initiative, be self-motivated, and use independent judgement to respond appropriately.
8. Ability to work both independently and as part of a team.
9. Good judgment and analytical skills.
10. Capacity to learn and adapt to change.
11. Advanced knowledge of Microsoft Office suite including Word, Excel, PowerPoint, and Outlook, including calendar management, and establishing recurring tasks/reminders. Knowledge of SharePoint is an asset.
12. Experience working with First Nations organizations and communities is an asset.
13. Notetaking experience is an asset.

14. Basic knowledge of financial processes for preparation of expense claims and similar would be an asset.
15. First Nations lived experience is a strong asset.
16. Bilingualism (English and French) is an asset.

Experience & Education

- College diploma in business administration or equivalent.
- A minimum of two years' experience as an Administrative Assistant or an equivalent combination of education and experience.

Application Information

We invite qualified candidates to send their *résumé* and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by **January 5, 2024** or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

To learn more about other FNIGC career opportunities please visit www.fnigc.ca