



JOB OPPORTUNITY-1st Posting

POSITION: Executive Assistant

LOCATION: Kitigan Zibi Education Administration

TERM: Indeterminate. Standard Probationary Period.

SALARY: Level 4 as per the Kitigan Zibi Salary Scale.
Range based on experience.

PREAMBLE:

The Executive Assistant provides technical, administrative, and logistical support to support to the Director of Education and completes all clerical and secretarial activities effectively and efficiently to ensure the flow of information specific to the sector.

If you are interested in applying for this position and are able to demonstrate that you meet the requirements, please present your

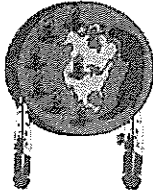
- a) covering letter
- b) updated resume
- c) work attendance record from your last employer
- d) proof of education/training in the form of copies or transcripts/diplomas

to the attention of Christina Commonda at the Health Centre 8 Kikinamage Mikan by May 23, 2019 at 4:00p.m.

Contact information:

Email: kzhumanresources@gmail.com
Fax: 819-449-5673
Phone; 819-449-5593 ext 2015

It is your responsibility to ensure that I receive your complete application by the deadline in order to avoid being screened out. If you require assistance to prepare your application contact Janet Brascoupe the Employment and Training Officer at the Band Office. Please ensure you make an appointment well in advance. **Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance to the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.**



KITIGAN ZIBI EDUCATION SECTOR

Executive Assistant

Job Description

GENERAL INFORMATION

Job Title : Executive Assistant
Category : Professional
Sector : Kitigan Zibi Education Sector
Location : Kitigan Zibi Education Administration Office
41 Kikinamage Mikan
Terms : Full Time—Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 4
in accordance with the *KZA Human Resource Policy*

Immediate Supervisor : Director of Education

Date of Job Description : April 2019

KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large.

CLIENT SERVICE RESULTS

The Executive Assistant provides technical, administrative, and logistical support to support to the Director of Education and completes all clerical and secretarial activities effectively and efficiently to ensure the flow of information specific to the sector.

KEY DUTIES

- Prepares, edits, and processes all required administrative documentation (e.g. correspondence, statistical reports, online reports, community flyers), and facilitates the coordination details of meetings /activities (e.g. maintaining calendar, booking meeting rooms, preparing agenda/minutes, arranging for travel and/or refreshments); screens incoming calls and mail; responds to a wide variety of client calls/concerns, resolves minor issues, provides information and refers to appropriate personnel;
- Maintains and updates a variety of tracking systems for the sector including: physical and electronic filing system, financial tracking system (codes bills and writes cash transactions);
- Communicates and collaborates daily with the KZA Finance department on a daily and weekly basis;
- Keeps up to date on email and voicemail messages and ensures they are processed in a timely manner;
- Supports and assists the sector in organizing group/special events/projects; oversees short-term personnel in performance of their duties;
- In the absence of the Director of Education, is responsible to find replacement workers when Supervisors are absent; issues purchase orders according to authorized limits

(for office related expenses); sign cheque requisitions, invoices with yellow P.O. order attached, short term payroll-term contracts and time sheets, absence sheets, money deposit forms and general office documents;

- Prepares the required finance transaction forms for the Director's signature;
- Distributes cheques, forms, and all other documents to the appropriate office and appropriate KZES staff;
- Assists with data entry of budgets, formatting documents and formatting presentations and reports;
- Assists with the annual audit report;
- Prepares Nominal roll report for Indigenous Services Canada in October of each school year;
- Maintains an office facebook page for the KZES administration;
- Sends out communiques to KZES Coordinators;
- Keeps a weekly list of KZES employees;
- Maintain master filing system of KZES policies and guidelines;
- Tracks and monitors the incoming and outgoing of term contracts, time sheets and payroll authorization forms;
- Ensures forms are stocked and ordered to ensure availability;
- Obtains quotes for purchases as required;
- Maintains filing system of administrative copies of staffing information, payroll records, correspondence;
- Manages usage and reservation schedule for KZES Minibus;
- General office management including purchasing office material and supplies, ordering equipment and furniture, overseeing equipment repairs, overseeing telephone system for the sector;
- Ensures front desk area is well organized and kept tidy;
- Ensures supplies are stocked in the kitchen, office and other necessary areas of the KZES;

KNOWLEDGE AND SKILLS

- Theories, principles, and practice of office administration procedures.
- Communication and client service skills including proper telephone etiquette.
- Organization skills to ensure efficient client and employee information flow and meet concurrent demands.
- Knowledge of privacy laws and pertinent considerations around records management.
- Knowledge of KZA/KZES policies, including General Education Guidelines, Student Code of Behaviour, Post Secondary Policy, KZA Human Resources Manual, and KZA Code of Ethics.

CONTACTS

- Supports and assists the Director with daily administrative operations; provides input on policy and procedural changes;
- Collaborates with the KZA Finance Department in processing of cheque requisitions, employee travel and other claims, purchase orders, and payments for KZES purchased goods and services;
- Maintains positive relationships with clients, co-workers and community members.
- Liaises and networks with local service providers, supply companies;
- Maintains confidentiality and respects all laws regarding the upholding of privacy in the workplace.

| MANAGERIAL/SUPERVISORY | |
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| Human Resources: | <ul style="list-style-type: none"> • Performs administrative duties for contract staff; • May be required to oversee temporary staff and summer students; • Occasionally required to perform general KZES administrative/operational duties (e.g. sitting on an interview board); |
| Financial Resources: | <ul style="list-style-type: none"> • Issues purchase orders, cheque requisitions, and contracts; • Maintains accountability of incoming cash and payments received; • Maintains petty cash; |
| Material Resources: | <ul style="list-style-type: none"> • Oversees and maintains management of administrative files and ensures protection and confidentiality. |

| ENVIRONMENTAL FACTORS | |
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| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Manages medium level stress and multi-tasks daily; ▪ Mental alertness to changing and challenging situations; |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Works in an office setting; ▪ May be occasionally called upon to monitor physical changes in the building (e.g. renovations); ▪ May be required to drive to different office locations; ▪ May be exposed to difficult or challenging situations; ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. |

| INCUMBENT QUALIFICATIONS | |
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| Education and Experience | <ul style="list-style-type: none"> ▪ College Certificate in Office Systems or related field from a recognized public institution OR ▪ DEV/DEP in secretarial or office systems field with two years of demonstrated office experience OR; ▪ High School Diploma with five years demonstrated office experience. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge and awareness and Kitigan Zibi Algonquin culture. ▪ The KZES Executive Assistant must be aware of all KZES policies, KZA Policies such as both Human Resources Policies, the Finance Policy, Oath of Confidentiality and Code of ethics; |
| Abilities: | <ul style="list-style-type: none"> ▪ Ability to communicate orally and in writing in English; ▪ Working ability in French; |

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| | <ul style="list-style-type: none"> ▪ Ability to work with standard computer software conducive to the office environment primarily with Microsoft word applications; ▪ Ability to establish priorities and possess effective time management skills. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none"> ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle; ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols; ▪ Legally able to work in Canada. |
| Assets: | <ul style="list-style-type: none"> ▪ Ability to communicate in Algonquin. |

| EMPLOYEE/SUPERVISOR SIGNATURES | |
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| <p>I CERTIFY THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE RESPONSIBILITIES ASSIGNED TO THIS POSITION.</p> | |
| <p>_____</p> <p>EMPLOYEE SIGNATURE</p> | <p>_____</p> <p>DATE</p> |
| <p>I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein, within the context of the attached organizational chart.</p> | |
| <p>_____</p> <p>SUPERVISOR SIGNATURE</p> | <p>_____</p> <p>DATE</p> |
| <p><i>The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Additional related duties and responsibilities may be assigned if deemed necessary.</i></p> | |