

Water Hub Administrative Assistant

Employer:	Mamaweswen, The North Shore Tribal Council		
Posted:	1 months ago	Closing Date:	April 06, 2024
ES Job ID:	4642	Location:	Blind River
Sector(s):	Other	Duration:	Full Time
Salary:	43500		

Job Description:

Mamaweswen, The North Shore Tribal Council invites applications for the position of Water Hub Administrative Assistant. This position will be required to work out of the NSTC Branch Office located in Blind River, ON.

Purpose

Under the supervision of the Water Hub Manager, the Water Hub Administrative Assistant will assist the manager by providing administrative support in the areas of finance, administration and service delivery with Mamaweswen, The North Shore Tribal Council.

Responsibilities

- Provide administrative support to the Water Hub Manager as well as alternate programs on an as needed basis.
- Assist with financial activities of the Water Hub as directed by the Manager.
- Provide reception, secretarial and communication support for the NSTC satellite office.
- Distribute information and relevant reports to member communities and stakeholders.
- Respond either in writing or verbal to all telephone and email inquiries as appropriate.
- Prepare and edit correspondence and/or documents as assigned.
- Assist in the coordination, development computerized maintenance management system.
- Prepare and process financial disbursements.
- Coordinate room booking, travel arrangements, communications for Water Hub Operations.
- Plan and coordinate various meetings and presentations.
- Assists with preparing various meetings.
- Update contact directories of all related agencies and/or organizations relevant to the Water Hub
- Maintain inventory of office supplies and order supplies as directed.

Required Skills:

The Water Hub Administrative Assistant shall possess:

- Diploma in Business Administration or equivalent experience in general office administration.
- A minimum of three years.
- Knowledge and experience in Microsoft Office Software Applications.
- Ability to demonstrate administrative skills.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and ability to promote team work.
- Valid driver's license, access to a vehicle and ability to travel.
- Ability to speak the Anishnawbe Language will be considered an asset.
- Certificates in Water Treatment will be an asset



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How to Apply:

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