



ALGONQUINS OF ONTARIO CONSULTATION OFFICE

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Fall 2016

Qualified candidates are invited to submit their applications
no later than 4 p.m. on Thursday, October 20, 2016 to:

Executive Director
Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6
Email: algonquins@tanakiwin.com or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for
an interview will be contacted.

GENERAL BACKGROUND

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

REPORTING STRUCTURE

The Administrative Assistant will work under the direction of and report to the Executive Director in support of the AOO Consultation Office.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but not be limited to the following:

1. Answer telephone and electronic inquiries, redirect telephone calls and relay messages.

2. Administer and manage high volume of inbound and outbound mail (regular post and courier), including consultation documents, packages, newspapers, and other correspondence.
3. Act as a first point of contact and provide general information to staff, ANRs, consultants, guests, and the public relating to their questions, concerns, or suggestions.
4. Organize, maintain, coordinate and file office records, invoices, receipts, correspondence and consultation files with high attention to detail.
5. Perform assigned bookkeeping functions, including coordinating accounts payable and receivable, generating payment authorizations for processing, reconciling credit card statements, managing petty cash, among other tasks.
6. Coordinate the logistical aspects (including catering) of weekly meetings as well as seminars, workshops and events. Periodically, such meetings, seminars, workshops and events are held throughout Algonquin Traditional Territory and require the management of bookings with various offsite venues.
7. Photocopy and organize documents in advance of meetings as well as for distribution, mailing, binding, and filing.
8. Maintain and monitor office supply inventory levels; place orders as required; and arrange for servicing of office equipment.
9. Liaise with landlord with respect to the office space and related facilities (parking, water, heat, cleaning, etc.).
10. Schedule and confirm appointments, meetings, and conferences for Consultation Office staff and ANRs, as necessary.
11. Make reservations and book travel arrangements for Consultation Office staff and ANRs, as necessary.
12. Coordinate with staff and ANRs, as necessary, regarding procedures for submitting time sheets, invoices, travel expenses, etc.
13. Maintain a high level of confidentiality in all interactions.
14. Present a positive and professional image of the organization when interacting with staff, ANRs, community members, government representatives, guests and the general public.
15. Other duties may be assigned as organizational needs arise.
16. Compile, verify accuracy and sort information according to priorities to prepare source data for entry into archival database software.
17. Input text and numerical based information from source materials into archival database software with highest level of accuracy.
18. Review data for deficiencies or errors, correcting any incompatibilities if possible.

19. Generate reports, store completed work in designated locations and perform backup operations as scheduled.
20. Maintain the highest level of confidentiality when dealing with all information.

QUALIFICATIONS & REQUIREMENTS

1. Certificate or diploma in administration, business or related field.
2. Minimum two years of experience in an administrative role.
3. Superior organizational skills.
4. Highly adept in Microsoft Office suite (including Word, Excel, Outlook, PowerPoint and Access).
5. Excellent grasp of archival database software.
6. Proficient in QuickBooks or another similar accounting software application.
7. Ability to adapt to new technology.
8. Ability to take direction and implement procedures.
9. Superior telephone manners and strong interpersonal skills.
10. Ability to effectively communicate both verbally and in writing.
11. Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
12. Ability to prioritize and manage conflicting demands.
13. Ability to respond quickly in a dynamic, fast-paced and changing environment.
14. Ability to work independently and in a team environment.
15. Experience with basic bookkeeping functions.
16. Demonstrated experience in inputting and managing archival data.
17. Demonstrated experience working in an Aboriginal setting will be considered an asset.
18. Valid driver's license

LOCATION

The Algonquins of Ontario Consultation Office is located at 31 Riverside Drive, Pembroke, Ontario.

Join Our Passionate Team!

By joining the AOO Consultation Office team, you are joining a cohesive group of professionals who are passionate about making a difference. Each role provides a rewarding opportunity to grow personally and professionally, gain valuable experience, and allows you to use creativity and innovation to contribute to our strategic goals.