



Eagle Lake
First Nation

**EMPLOYMENT OPPORTUNITY
SCHOOL EXECUTIVE ASSISTANT (FULL-TIME)**

DEADLINE: JULY 31, 2024

REPORTING TO: PRINCIPAL

WAGE: \$45,000.00 - \$65,000.00/ANNUALLY

The Executive Assistant will provide and coordinate, day to day administrative work to the Director of Education and Principal, on a variety of complex, sensitive, and confidential matters requiring knowledge of educational programming, policies, and procedures.

The Executive Assistant requires strong administrative and communication skills and the ability to multitask. This includes managing correspondence and workflow, coordinating appointments, travel and meeting arrangements and assisting and referring inquiries.

DUTIES AND RESPONSIBILITIES:

- Provide day-to-day administrative support to the staff and students.
- Coordinate and maintain up-to-date schedules for the Director of Education and Principal's activities and meetings, managing school calendars.
- Assist in organizing and maintaining education program-related documents, records, and files.
- Create, compose, and edit administrative correspondence and documentation.
- Handle inquiries and assistance to Director, Principal, staff, community members, and external stakeholders.
- Record, transcribe, and/or prepare minutes for staff meetings and education committee meetings.
- Manage communications including screening and prioritizing phone calls, reviewing and prioritizing phone messages, email communication and the sorting and prioritizing mail.
- Collaborate with Director and Principal to ensure effective communication within the education department, external partners, and community.
- Arrange travel, accommodations, and logistics for education program-related activities.
- Coordinate meetings, workshops, and events related to educational programs.
- Ensure necessary supplies, materials, and equipment are available for educational events and initiatives.
- Make purchases as required and approved by the Director of Education with corresponding quotes and invoices.
- Prepare and submit expense claims for the Director of Education and the Principal.
- Prepare and submit travel reimbursement claims/visa reconciliation for travel sponsored by third parties.
- Support the preparation of financial reports and documentation related to program expenditures
- Other duties as assigned

REQUIREMENTS:

- High school diploma or equivalent.
- Administrative assistant certificate considered an asset.
- Proven experience in an administrative or office role will be considered.
- Strong organizational and multitasking abilities with excellent attention to detail.
- Solid verbal and written communication skills.
- Exceptional organizational and time management skills with the ability to establish priorities.
- Proficiency with MS Office (including Word, Excel, Power Point, Outlook), and adobe acrobat.
- Ability to work collaboratively in a team and engage with diverse stakeholders.
- Professional conduct, including sound judgement, tactfulness, respectfulness, and diplomacy.
- Understanding or willingness to learn about the cultural context and values of the Eagle Lake community.

If you are interested in this position, please drop off or submit your cover letter and resume including 3 references to:

Attention: Human Resources Manager

E-mail: Riza.Klassen@migisi.ca

P.O. Box 1001

Migisi Sahgaigan, ON

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Ph: 807-755-5526 x 228

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We thank all applicants but only candidates selected for an interview will be contacted