



Niiwin Wendaanimok Limited Partnership
Employment Opportunity
Administrative Assistant

Location: Kenora Region and Member Communities

Overall Role:

The Administrative Assistant will provide a wide range of administrative and office support activities/duties for the Niiwin Wendaanimok Partnership. They will assist with the facilitation of and efficient operation of the Niiwin Wendaanimok office.

Skills & Qualifications:

- a) Experience working in an office setting.
- b) Working knowledge of Microsoft products/programs.
- c) Experience organizing events and meetings.
- d) Strong communication skills.
- e) Knowledge of Anishinaabe language and local community is preferred.
- f) Valid driver's license is an asset.
- g) Diploma or Post-Secondary Degree in Business, Administration or Office Management is preferred. Equivalent work experience will be considered.

Duties:

- a) Answer, screen and transfer inbound phone calls.
- b) Greet and direct visitors.
- c) General clerical duties, including photocopying, fax, and mailing.
- d) Create and maintain electronic and hard copy filing.
- e) Retrieve documents from the filing system.
- f) Handle request for information and data.
- g) Resolve administrative problems and inquires.
- h) Prepare written responses to routine enquires.
- i) Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- j) Schedule and coordinate meetings, appointments, and travel arrangements.
- k) Prepare agendas for the Technical Team, Board of Directors and other meetings.



- l) Record, compile, transcribe and distribute minutes of meetings.
- m) Open, sort and distribute incoming correspondence.
- n) Maintain an inventory of office supplies.
- o) Communicate regularly with project partners.
- p) Other duties as assigned to ensure the success of the project

Compensation:

The salary range for this position is \$40,000 to \$48,000 plus benefits, depending on qualifications and experience.

Flexible working arrangements will be considered due to Covid 19.

Along with a resume and cover letter, applicants must submit a current copy of their vulnerable sector check and two references.

Application packages can be mailed or emailed to:

HIRING COMMITTEE
Niiwin Wendaanimok Management Inc.
Wauzhushk Onigum Nation
Golf Course Road
Kenora, ON P9N 3X8
E-mail: admin@niiwinwendaanimok.com

CLOSING DATE: September 24, 2021, AT 4PM

Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.

The Niiwin Wendaanimok (Four Winds) Partnership is an Indigenous owned and operated corporation dedicated to providing construction contracting and environmental monitoring services in Treaty 3 territory with a mandate to employ Anishinaabe workers and assets in development projects and ensure Anishinaabe laws and voices are respected in development within their territory. The Partnership is made up of representatives from the four communities of Wauzhushk Onigum Nation, Washagamis Bay First Nation, Niisaachewan Anishinaabe Nation and Shoal Lake 40 First Nation.