



Career Opportunity
Administrative Assistant
Family Well-Being program
(Full-time Permanent)

Closing:

January 22, 2025

Anticipated Start Date:

Immediate

Salary Range:

\$31,500 - \$36,500

(Based on Qualifications and Experience)

General Description:

Reporting to the Director of Family Well-Being, the Administrative Assistant is responsible for all administrative functions which includes but not limited to maintaining a filing system, gathering, and compiling information/statistics, data entry, photocopying reports, and maintaining and developing databases.

Responsibilities:

- Provides administrative support to ensure efficient operation of tasks related to organization and strong communications of office.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needs, supplies, placing, and expediting orders for supplies.
- Arrange requisitions, honorariums for payment for vendors and work collaboratively with finance to ensure document alignment.
- Developing participant filing system, assist in creation of confidential assessments, referral forms and maintain active/close files.
- Assist in the preparation of program and training spaces in the community.
- Assist the Family Well Being team in setting up sessions, compiling workshop material, scheduling Elders and Knowledge Keepers.
- Assembles and creates information on community's needs.
- Follows up on all material that has been delegated to ensure matters have been actioned and confirmed.
- Gathers, composes material and data submitted by Family Well Being Team.



- Highlights matters coming into the office requiring the involvement or input of the Family Well Being Director and team.
- Supports team by performing tasks related to organization and strong communication.

Qualifications and Experience/Skills:

- Business Administration diploma/certificate from an accredited institution or relevant work experience and training will be considered.
- The ability to be a member of the team and/or work independently in a trustworthy environment.
- Strong interpersonal and communication skills.
- Reporting, administration, organization, problem solving skills are fundamental.
- Knowledge of appropriate software including Microsoft Word 360.
- Experience working with Mi'kmaw people and communities is considered an asset.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A criminal records check is required.

Benefits

Salary to commensurate with qualifications. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.