



Job Posting

OFFICE ASSISTANT

JOB OVERVIEW

Job Title	Office Assistant
Department	Administration
Location	Doig River First Nation
Reports To	Executive Assistant

GENERAL JOB DESCRIPTION

The Office Assistant provides reception and administrative support at the DRFN Administration Office. The incumbent must have excellent interpersonal, communication, administrative, organizational and computer skills. This is a highly visible position, and the individual will be communicating in a fast paced environment with Council, staff, community members and the general public.

DUTIES & RESPONSIBILITIES

Respond to enquiries

- Serves as the “first contact” of DRFN’s Administration
- Greets all guests upon entry, provides general support to visitors
- Responds to telephone, email and in-person enquiries in a timely, friendly, professional and effective manner
- Creates an inviting atmosphere in the reception and sitting area
- Directs enquiries effectively to appropriate departments and/or staff
- Notifies staff when their guests have arrived
- Takes detailed messages and relays to respondent in a timely manner
- Respects the need to retain information in confidence
- Receives and transmits email communication to the appropriate personnel
- Updates DRFN social media pages as needed

Organization

- Monitors visitor access and maintains security awareness
- Coordinate delivery of flyers to households
- As requested, may schedule appointments for staff
- Manages office calendar for gymnasium and boardroom
- Assist with organizing rooms, food and equipment for meetings and events
- Supports the implementation of INDIGO and the Information Management Policies and Procedures

Clerical

- Makes travel arrangements for Council and Managers as requested
- Assists Cook in hospitality, food and meal ordering
- Maintains community contact list
- Provide general administrative and clerical support to departments as requested
- Distributes internal cheques in a confidential manner
- Receives, sort and deliver incoming packages
- Assists with photocopying, facsimile, filing and collating; maintaining an efficient documentation and filing system
- Notify staff and community members of both external and internal meetings and events
- Takes notes and meeting minutes as needed

Other

- Prepare office for the day: ensure appropriate entrance doors are unlocked, lights are on, coffee is made, facsimile are collected and distributed
- Monitor and maintain equipment at front desk as well as photocopier room including ordering and stocking supplies as required
- Ensure operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Trains new staff on shared equipment
- Attends training to increase job skills
- Perform other duties and assist with special projects as assigned

QUALIFICATIONS

Education

- Preferably completion of Grade 12 and some relevant post-secondary training

Knowledge

- Working knowledge of computer operation and use of Microsoft Word, Excel and PowerPoint
- Knowledge of DRFN and Indigenous culture as well as Beaver language are assets

Skills & Abilities

- Superior interpersonal skills to work effectively with guests, members and staff
- Superb verbal and written communication skills
- Excellent organizational and time-management skills
- Ability to prioritize tasks and multi-task
- Self-motivated and able to work with minimal supervision
- Ability to work effectively as a team member
- Demonstrated ability to exercise judgement and discretion when handling confidential information
- Ability to operate general office equipment such as switchboard telephone, fax machine, photocopier, scanner, etc.
- Willingness to learn new skills

Note that candidates with less than the qualifications listed above may be considered.

HOW TO APPLY

Please submit your resume to Lacey Beaumont by email to: lbeaumont@doigriverfn.com by January 19, 2023.