



Job offer

Administrative Assistant Full-Time, Permanent

**MICMACS OF
GESGAPEGIAG is a
First Nations
government with
about one hundred
and ten (110)
permanent
employees whose
mission is to deliver
a variety of services
from education to
health care to
policing to the
members of the
community.**

Under the direct supervision of the Director of Fisheries, the Administrative Assistant is responsible for greeting people arriving at the Galgoasiet building and directing them to the appropriate staff person or service, answering and forwarding telephone calls, taking messages, and performing other clerical duties.

The challenges of the job are:

- Greet clients and direct them to the appropriate staff or services.
- Receive and record incoming calls and transfer them to the appropriate personnel. Take messages as required, and transferring calls to members of staff based on urgency.
- Answer routine inquiries and ensure the client is referred to the appropriate staff member for service, either Forestry, Fisheries as well as the Adult Education Center.
- Send documents by fax for staff members, and record and distribute incoming faxes.
- When appropriate, inform community members of policies, regulations and procedures of the Fisheries department.
- Open incoming mail, record details including date received, and distribute to the appropriate individuals.
- Monitor Xerox activities and order supplies when necessary.
- Maintaining personnel records; In charge of attendance tracking sheets for all employees in the department.
- Setting and confirming meetings, and taking minutes of meetings.
- Coding of invoices for Forestry

Qualifications required:

- High school diploma or equivalent.
- Completion of one-year college studies or studies in an administrative assistant/secretary program or previous clerical experience is required.
- Excellent oral and written communication in English.
- Good oral communication in French.
- Written French is considered an asset.
- Good computer skills (Word and Excel).
- Mi'gmaq language considered an asset.
- Must have a valid Medicare card.

Profile of the ideal candidate:

- Autonomous, possessing decision-making skills, excellent judgment.
- Discreet; respect privacy and the need for client confidentiality.
- Good capacity to communicate and to listen.
- Sensitive to the social and cultural dynamics of First Nations communities, experience working in a First Nation context would be preferable.

Hiring priority: Given to Gesgapegiag Mi'gmaq followed by other Mi'gmaq, other First Nation persons and members of the general public.

Salary: Salary will be according to the salary scale in force, depending on experience.

Job location: Gesgapegiag

Date of assumption of duties: February 2021

All applications will be treated in a confidential manner.

**Send your cover letter and resume before
Friday, January 22nd, 2021, 12:00 PM (noon) to:
Susan Willett, Human Resources Generalist**

E-mail: susan.willett@gesgapegiag.ca