



## CAREER OPPORTUNITY

**Position:** Administrative Assistant (full-time)  
**Contract:** One-year contract with possibility of renewal  
**Salary:** Pay will be commensurate with experience and ability  
**Location:** Thunder Bay, Ontario

### ABOUT THE AGOKE DEVELOPMENT CORPORATION

The Agoke Development Corporation (ADC) is a leading forestry company that is owned and operated by the First Nations of Aroland, Eabametoong and Marten Falls. One of ADC's priorities is the implementation of a Forestry Workforce Strategy to support the increased participation in the forest sector by First Nations members through education, training, and employment initiatives. ADC holds a forest resource licence and forestry agreement for the management of the Ogoki Forest in Northwestern Ontario. Over the past few years, ADC was nationally recognized with various awards for excellence in business and forest sector champion of the year.

### ABOUT THE POSITION

The Administrative Assistant reports to the General Manager and is responsible for providing project related duties and general support for the corporation. The Administrative Assistant will be key in assisting with organizing documents related to Agoke's logging operations and forest management services. The Administrative Assistant is responsible for dealing with issues as they arise in day to day operations and serves as the resource person for management.

This position will require an individual who has a minimum of two (2) years of experience in business or economic development related positions or post-secondary education in the following areas: business administration, office management, accounting, or marketing. The Administrative Assistant must be detail oriented, organized, optimistic and able to work both independently and as member of a team.

The incumbent must have proficient knowledge in the following areas:

- Office Management
- Local, regional, and territorial economic development potential and opportunities

A driver's licence and ability to speak Ojibwe, Cree or Oji-Cree are considered assets but not mandatory.

**KEY RESPONSIBILITIES:**

- Provide support for the General Manager, Board of Directors;
- Receive, direct and relay telephone, fax, and e-mail messages; Direct the public to the appropriately;
- Arrange travel for the General Manager, Board of Directors, and other staff for Meetings and other Forums;
- Ensure all meetings have agenda, meeting minutes, action items and all documentation are disseminated as required;
- Provide support for accounts payable/accounts receivable;
- Implement Departmental File/Records Management and Retention Policies;
- Maintain, monitor, and develop the general filing system and file all correspondence and information resources;
- Ensure First Reference: Policy Procedure subscriptions (and other information resource subscriptions) are kept up-to-date;
- Become familiar with background materials and information relating to business, community and political processes;
- Use a non-political approach to communicate and foster relationships with Chief and Council, Elders and community members that lead to the creation of effective development strategies and practices;
- Use a variety of qualitative and quantitative methods to perform continuous assessment of community needs, including maintaining an inventory of existing businesses and sector activities;
- Assist with project briefs for reserve representatives, project reports, updates, and final reports for all project activity;
- Develop and track accomplishments related to an ongoing “work plan” that will guide efforts in the project.
- Other duties as required.

**ABILITIES AND SKILLS:**

- Understanding of First Nations culture, and expectations related to resource development;
- Have the ability to work independently with minimal supervision and in a team environment;
- Strong beliefs and behaviors in safety and environmental values and results;
- Demonstrate a willingness to learn and a positive attitude;
- Ability to develop strong business relationship and produce positive results with clients and contractors;
- Have leadership skills, be motivated to produce high-quality deliverable products, and be flexible and adaptable to a variety of work environments.

- Ability to work independently and expeditiously and make decisions, exert judgment and work with confidential/sensitive information under tight timeframes and competing priorities with tact and flexibility

A competitive compensation package is offered for this exciting and challenging position. If you are qualified and attracted to working in a dynamic and progressive company, please provide your resume in confidence by October 30, 2020.

**HOW TO APPLY:**

Please submit cover letter with resume and (3) employment references to:

Agoke Development Corporation

RE: Administrative Assistant

231 Red River Road, Suite 105, Thunder Bay ON P7B 1A7

Or Fax to: (807) 700-1446

Email: cshawinimash@agokedevcorp.ca

Closing Date: Friday, October 30, 2020, 4:30 pm (EST)

*Only those candidates chosen for an interview will be contacted.*