

# MATAWA FIRST NATIONS MANAGEMENT



Job Description

Administrative Support Officer

## **PURPOSE OF THE POSITION**

Reporting to the Director of Economic Development, the Administrative Support Officer will provide administrative support, organization, inventory, meeting minutes and general administrative support to the Economic Development Department.

## **SCOPE**

Within the Department, the Administrative Support Officer aids the Supervisor, and other internal managers, in the statistical analysis of data to support services within organization. They will assist with meeting minutes, organizing purchase requests, purchase orders, finance related duties, and filing, as directed by their supervisor.

## **RESPONSIBILITIES**

### **1) Purchasing Process and Data Entry**

- Prepare, process, and track purchase requests and purchase orders in accordance with organizational policies.
- Input purchase order data accurately into financial and administrative systems.
- Maintain clear records of all purchasing transactions.

### **2) File Room Organization:**

- Organize, maintain, and update physical and digital files in compliance with record-keeping standards.
- Support the safe storage, retrieval, and archiving of documents to ensure accessibility and confidentiality.

### **3) Administrative Support:**

- Provide general administrative assistance including correspondence, scheduling, photocopying, and reception support.
- Assist with preparing reports, briefing notes, forms, posters, and other departmental documents.
- Provide marketing for Rapid Lynx and Economic Development departments
- Support departmental projects and events as required.

### **4) Travel Support:**

- Provide support in travel bookings, Board of Director travel and other administrative travel supports

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Demonstrated work experience in administrative support
- Knowledge and understanding of First Nation communities;
- Ability to speak Ojibwe, Cree or Oji-Cree is considered an asset;
- Ability to maintain a high level of confidentiality;

### **Skills:**

The incumbent must demonstrate proficiency in the following skill areas:

- Proficient in Microsoft Excel, Word, PowerPoint, and Outlook
- Effective communication, both written and oral;
- Organizational skills;
- Stress management;
- Comprehensive Written skills;
- Interpersonal and Conflict resolution skills;
- A valid Ontario driver's license;

### **Personal Attributes:**

The incumbent must maintain strict confidentiality in performing the duties of Administrative Support Officer. The incumbent must also demonstrate the following personal attributes:

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to work effectively with people from different backgrounds

## **WORKING CONDITIONS**

### **Physical Demands**

The Administrative Support Officer may have to travel to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Economic Development and Rapid Lynx Departments may be a busy facility. The Administrative Support Officer may have to manage several tasks at one time, and they may be interrupted frequently to meet the needs and requests. They may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The Department may be noisy and busy making it difficult at times for them to concentrate.

### **Mental Demands**

They will have to manage a few requests and tasks at one time. They must be aware of all Tribal Council business in the community and all relevant legislation, policies and procedures. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.