



Job Opportunity

Administrative Assistant – Thunder Bay One year term with possibility of extension

The Administrative Assistant is required to perform a range of duties including support to KOBE employees at the Thunder Bay offices. The Administrative Assistant provides document processing, records and file maintenance, and administrative services. Administrative Assistant provides attention to detail, has exceptional organizational skills, and has ability to handle confidential information. The Administrative Assistant is directly accountable to the Director of Corporate Services.

Duties will include, but may not be limited to:

- Maintain polite and professional communication via phone, email and mail
- Pick up, sort and distribute daily mail and deliveries to the airport as needed
- Maintain office security by following safety procedures and controlling access via the reception desk
- Order office supplies and keep inventory of stock for KOBE staff
- Prepare purchase orders, cheque requisitions, travel advances, credit card requests, and payments as per the KOBE Finance policies and procedures.
- Booking travel for KOBE staff. This will include coordinating charters, booking staff flights and hotels and any other necessary arrangements.
- Coordinate the centralized KOBE Vehicle System for Thunder Bay.
- Update calendars and schedule meetings as required.
- Assist other KOBE administrative assistant staff as required.
- Assist the Enrollment Services student intake process as needed.
- Data entry and upkeep of the organizations databases, ensuring a high level of accuracy
- Provide administrative support to management and other staff and students
- Perform other clerical duties such as filing, photocopying, transcribing and faxing as needed
- Travel where needed, including to KO First Nation communities
- Other duties as required

Qualifications:

- Proven work experience as a Administrative Assistant or similar role
- Diploma in Administrative Office Worker or similar education an asset
- Proficiency in Google Workspace
- Professional, polite, attentive and accurate
- Solid written and verbal communication skills



- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multi-tasking and time management skills, with the ability to prioritize tasks
- Familiarity with First Nation Culture and knowledge of KOBE communities
- Ability to speak one of the local dialects is an asset
- Valid class G Driver's License
- Must be willing to provide a vulnerable reference check

Salary Range: \$40,203 - \$54,551 based on education and experience.

KOBE offers a Comprehensive Benefit Package.

Applicants interested in this position are welcome to submit their resume and cover letter with three recent professional references including your current supervisor and a letter of permission for KO Board of Education to contact these references to: resumes@edu.knet.ca

As per policy, applicants should note that COVID-19 Immunization is a condition of employment within KOBE.

KOBE gives preference in hiring to members of the KO First Nations, and secondly to indigenous individuals from outside of the KO First Nations. Qualified members of the KO First Nations, as well as indigenous people from outside the KO First Nations are encouraged to apply.

KO First Nation members closing date: April 3, 2024

Internal/External closing date: April 17, 2024

KOBE wishes to thank all applicants in advance. However, only those granted an interview will be contacted.