



Employment Opportunity

- Position:** Receptionist/Administrative Assistant – 3 Summer Student Positions
- Location:** Fort Frances Campus, Kenora Campus, and Sioux Lookout Campus
- Start Date:** July 2, 2024
- Deadline:** June 4, 2024
- Duration:** 8 Week Summer Contract Position
- Wage:** \$18.00 per hour, based on a 35 hour work week
- Eligibility:** Based on funding requirements of FNIYES, this position is targeted at those aged 15-30 (inclusive)
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How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Human Resources at human.resources@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



Receptionist/Administrative Assistant – Summer Student

Job description

General description

The Administrative Assistant will be responsible for aiding with program activities for Seven Generations Education Institute. The Administrative Assistant is responsible for a variety of receptionist and administrative duties including answering telephones, completing various office work, data entry, etc. Providing positive customer service are all essential duties for this position.

Qualifications and skills requirements

1. Applicants must be between 15-30 years of age (inclusive), and First Nations youth ordinarily residents on reserve as per funding requirements.
2. Experience working in an office setting would be considered an asset.
3. Knowledge of general office procedures.
4. Ability to write simple correspondence, including memos, letters, etc.
5. Ability to apply understanding and carry out instructions in written, verbal, or diagram form.
6. Ability to work with multiple staff members on various projects.
7. Knowledge of office supplies, equipment, services, ordering, as well as inventory control of these items.
8. Knowledge of Microsoft Office products, including Word, Excel and PowerPoint.
9. Willingness to develop telephone and interpersonal skills.
10. Confidence in written and verbal skills to communicate with all levels of the organization.
11. Must have excellent organizational and time management skills.
12. Knowledge of office supplies, equipment, services, ordering, as well as inventory control of these items.

Supervisor: Varies by Campus

Job duties/responsibilities

1. Provide assist and support in a clerical role
2. Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
3. Refer all inquiries to the appropriate individuals, or departments within the campuses.
4. Take and record telephone, email, or written messages for staff members.
5. Type and distribute all forms, letters, and memos, as necessary.
6. Have knowledge of all areas of the office to ensure inquires from staff, students and the public are handled accordingly and with ease.
7. Assist with the maintenance an up-to-date staff schedule(s).
8. Maintain a level of confidentiality, and refrain from making public statements.
9. Light housekeeping duties by ensuring the work areas are free from books, parcels, supplies and clutter.
10. Maintain the receptionist area in a tidy and presentable manner.



11. Accept and monitor inbound/outbound shipments as necessary.
12. Any other related duties as requested.

Relationships

Internal

1. Interacts with students
2. Interacts with and responds to administration staff
3. Works with all SGEI staff

External

1. Deals with numerous telephone enquiries and questions from students and staff.
2. Initial contact with all visitors to campus.
3. Interacts with staff of building tenants.

Working conditions

- Position typically works indoors in shared office space.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Normally a seven (7) hour workday with occasional requirements for overtime. Supervisor will need to preapprove any overtime requirements.
- A moderate level of manual dexterity required to use desktop computer and peripherals, with a moderate requirement for accuracy.
- Lifting or moving up to 20lbs may be required.

Conditions of Employment

- Provision of a satisfactory criminal background check, if applicable.
- Valid Ontario class 'G' driver's license; ability and willingness to travel.