



SHORT TERM EMPLOYMENT OPPORTUNITY

SHAWANOSOWE SCHOOL

ADMINISTRATIVE ASSISTANT

Shawanosowe School is seeking a motivated individual to fulfill the role and responsibilities for the position of Administrative Assistant. Reporting to the Principal, the School Administrative Assistant oversees the administrative services including coordinating office procedure, records management and working conjunction with office support staff. The position operates in an environment with high volume of work with constant interruptions and changing priorities. The successful applicant will be responsible for and require the following.

MAIN DUTIES:

- Receive and greet all visitors in a professional and warm manner – screen all visitors, students and staff;
- Coordinate main office administrative services for the school;
- Ensure availability of supplies and equipment to staff;
- Provide information for review and approval by the Principal on employment related matters. E.g. staff schedule database (FNOSR), timesheets, attendance and OSR files;
- Maintain and track mandated student permanent records by updating demographic information, special education designations, recording yearly absenteeism, ensuring information such as IEPs and report cards are included and transferring the records as required;
- Provide various reports to the Principal and WRFN Education Department as requested;
- Design, compose, type, edit and format documents as requested;
- Receive and order supplies, check invoices, purchase orders, and ensure the accuracy and condition of orders;
- Maintain inventory of school technology, keep equipment logged and ensure tracking of such items are recorded throughout the year;
- Provide assistance to students in the case of injury or illness such as First Aid, contact parents and perform assigned duties during fire drills and other crisis situations;
- Maintain and monitor P.A. system, security items and video monitoring systems;
- Maintain confidentiality at all times;
- Perform all other duties assigned.

QUALIFICATIONS:

- Grade 12 or equivalent preferred.
- Administrative assistant courses are beneficial.
- Possess good professional image and enthusiasm in customer service.
- Knowledge of general office systems and procedures.
- Able to work under pressure and with multiple demands, be flexible, prioritize tasks and workload in order to coordinate and direct the Administrative work of the office.
- Excellent verbal, written and interpersonal communication skills.
- Valid Driver's licence.
- Must possess current First Aid & CPR.

Applications will be accepted via email, fax, and mail to the attention:

Send applications to:

Confidential: Human Resources

Whitefish River First Nation, 17A Rainbow Ridge Road, P.O. Box 188, Birch Island, Ontario P0P 1A0

Email: applications@whitefishriver.ca Fax: (705) 285 4532

Applications must be submitted by **AUGUST 20, 2021 at 4 pm** and must include the following:
Cover letter, current resume, and 3 references.

****Successful candidates must submit an original/current copy of their Police Vulnerable Sector Screening Check prior to commencement of employment.**

We thank all who apply; however, only those applicants selected for an interview will be contacted.