



**CANADA'S LEADING PROFESSIONAL
EMPLOYER ORGANIZATION (PEO)**

Office Support Worker

**Sacajawea Non-Profit Housing
(Anishinaabe Indigenous Organization)**

Office Support Worker

Hamilton, ON



Overview:

The Office Support Worker will be required to perform an array of administrative duties including secretarial and receptionist duties in an Indigenous organization while incorporating Indigenous culture as a way of being into the organization. Additional responsibilities include managing a manual ledger, taking minutes during meetings and scheduling appointments for all departmental managers. The Office Support Worker is also accountable for drafting, reviewing and editing time-sensitive correspondence sent by the management team. Other duties, relevant to the position, shall be assigned as required.

Hours: 37.5 hours per week - Monday to Friday - 8:30am - 4:00pm

Salary: \$40,950.00

Job Duties:

- Provide administrative support to all departmental members.
- Incorporate Indigenous Culture as a way of being and knowing in the organization.
- Perform basic bookkeeping functions such as updating the ledger manually and issuing rental receipts.

- ♦ Review and prepare all documents, reports, and other correspondence materials for the management team.
- ♦ Courteously receive and screen all in-bound calls, emails, and visitors.
- ♦ Coordinate departmental office activities.
- ♦ Review, evaluate and distribute all incoming and outgoing mail.
- ♦ Take and transcribe dictation notes and meeting minutes.
- ♦ Maintain a high level of confidentiality in all interactions.
- ♦ Assist with report and presentation preparation.
- ♦ Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- ♦ Maintain and monitor office supply inventory levels and place orders as required.
- ♦ Other duties, relevant to the position, shall be assigned as required.

Requirements:

- ♦ Secondary School Diploma required.
- ♦ Business Administration diploma or equivalent.
- ♦ 1-3 years' experience as an Office Support Worker, or relevant role, considered an asset preferably working within an Indigenous community.
- ♦ Proficient use of various office-based software including Microsoft Office 365.
- ♦ Demonstrated understanding of and has experience working in an Indigenous cultural environment; preferably for an Indigenous, non-profit organization.
- ♦ Demonstrates Indigenous cultural competency including awareness, knowledge and understanding of the impacts of colonialism and systemic issues.

Work Conditions:

- ♦ Busy office setting.
- ♦ Manual dexterity is required to use desktop computer and peripherals.
- ♦ Interacts with public at large.
- ♦ Ability to conduct and attend presentations.
- ♦ Sitting for long periods.
- ♦ Repetitive work.
- ♦ Overtime may be required.

Qualified applicants should email a Cover Letter & Resume to:

apply@oigroup.ca

1.800.668.9852

info@oigroup.ca | www.oigroup.ca



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