



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING Executive Administrative Assistant

Department: Social Services (formerly Community Development)

Salary: Based on Salary Grid

Term: Full-time Permanent

Hours: 35 hours per week, 8:30 am – 4:30 pm Monday to Friday

Posting Date: June 30, 2021 Closing Date: July 16, 2021 @ 4:30 p.m.

SUMMARY:

Under the direction of the Director of Social Services, the Executive Administrative Assistant will provide a combination of administrative and management duties. This position will provide functions to assist with the day to day administration business with all department services under the Community Development Division. Required to assume Acting Capacity in the absence of Director of Social Services.

DUTIES AND RESPONSIBILITIES

1. Provide all administrative support for the Director of Social Services
2. Assume In-Charge responsibilities in the absence of the Divisional Administrator, i.e., expenditures approvals, sign timesheets and LOA requests, assign workload, and act as a bridge for communication between the Administrator and staff
3. Supervise Reception, Office Assistant and casual employees
4. Monitor and oversee programs and/or projects i.e. Children's Wellness Fund/Family Wellbeing/Food Bank/Employment Experience Program
5. Will assist in the absence of the Finance Assistant to print Ontario Works cheque processing
6. Budget Preparation; compile budget information and related documents for the Director of Social Services year end
7. Complete on-boarding instructions and introduction of new staff including training of departmental forms and internal paperwork

This list is meant to be representative, not exhaustive.

QUALIFICATIONS:

1. Must possess certificate or diploma in Office Administration or related program with 5 years of employment experience in a similar capacity;

REQUIREMENTS:

1. The successful applicant will provide a current VS-CPIC with-in one (1) year, **at own expense**, prior to starting employment;
2. The successful applicant will submit a Valid Ontario Driver's License and access to a vehicle, prior to starting employment.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter;
2. Resume;
3. Applicable education certificate or diploma
4. One work-related Supervisor and two work-related references (names, titles and telephone numbers only);

Interested applicants please submit mandatory documentation to:

**Submit all mandatory documentation to
recruitmentandselectioncoordinator@oneida.on.ca
Due to COVID-19 Pandemic, we are ONLY accepting electronic copies at this time.**

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations please contact Human Resources.

**To request a full job profile, contact the Human Resources Department at 519-652-3244
ext. 826 or by email to recruitmentandselectioncoordinator@oneida.on.ca**

"People of the Standing Stone"

Oneida.on.ca