



## ASSOCIATION OF IROQUOIS AND ALLIED INDIANS JOB POSTING – ADMINISTRATIVE SUPPORT/RECEPTION

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**Position:** Administrative Support/Reception

**Accountability:** Director of Operations

**Summary:**

The Administrative Support/Reception is responsible for a wide variety of administrative duties, including typical secretarial and receptionist duties in addition to more complex functions and services, such as arranging travel plans, minute-taking during confidential meetings, and scheduling appointments. The Administrative Support/Reception is also responsible for drafting sensitive correspondence sent by the management and/or Executive. This position will also share in the front desk reception responsibilities.

**Essential Functions:**

- Provide direct administrative and office management support to all members of the AIAI staff;
- Perform front desk reception duties;
- Coordinate office activities; troubleshoot or escalate basic office administration issues;
- Facilitate communication from department directors, coordinators, policy unit leaders, and project managers;
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions;
- Performs other duties as required;

**Minimum Requirements:**

- High school diploma, G.E.D. or equivalent
- Post-secondary diploma in administration or relevant field preferred
- 2-years of direct work experience in a secretarial/administrative capacity
- Strong knowledge of general office procedures
- Superior typing and dicta-typing/minute taking skills

**Salary:** Based on the AIAI Salary Grid.

**Application Deadline:** Open until filled.

Please submit a cover letter and resume along with three references (two employment related) to the attention of:

**Attn: Director of Operations**  
Association of Iroquois and Allied Indians  
387 Princess Ave  
London, Ontario N6B 2A7  
Phone: 519-434-2761  
Fax: 519-675-1053  
[Gstonefish@aiai.on.ca](mailto:Gstonefish@aiai.on.ca)