



EMPLOYMENT OPPORTUNITY
First Nations Finance Authority

Junior Administrative Assistant
Competition No. 2021-JAA-01
Internal/External

<i>Organization:</i>	The First Nations Finance Authority (FNFA) is a national non-profit organization that provides financing, investment, and advisory services to First Nations Governments across Canada for economic development, social development and other capital projects. www.fnfa.ca
<i>Summary:</i>	The Junior Administrative Assistant takes direction from the Executive Assistant and Chief Operating Officer (COO). The incumbent shall assist in support services to facilitate the efficient operation of the organization and includes secretarial, clerical, data entry, customer services, and other office administrative functions. This is an entry level position whereby the incumbent shall be provided with a development training plan which includes tasks to be a back-up to the Executive Assistant.
<i>Role responsibilities include but are not limited to:</i>	<ol style="list-style-type: none">1. Greets visitors and vendors;2. Answers telephone and takes messages;3. Assists in organizing meetings/events, as required;4. Receives, sorts and distributes mail and correspondence;5. Maintains office supplies and inventories;6. Prepares emails to communicate with FNFA staff members and in response to general inquiries;7. Assists with organizing and maintaining office common areas;8. Assists with scanning and filing documents (electronically and hardcopies); and9. Enters data into already established spreadsheets, documents, lists.
<i>Who Can Apply:</i>	Persons of First Nations ancestry will be given preference. Applicants must possess: <ul style="list-style-type: none">• Successful completion of secondary school and/or one year relevant administrative support experience.• Some experience of computer literacy with skills and ability utilizing Microsoft Office (Word, Power Point, Excel, Outlook).• Strong interpersonal and communication skills and the ability to interact effectively at all levels and with a variety of individuals.• Strong team player.• Demonstrated organizational and time management skills with the ability to multi-task and set priorities.• Attention to detail and demonstrated ability to gather and collate large amounts of information.• Adaptable and flexible.• Customer service focused.• Proficient in English, however, a second language as an asset.
<i>Compensation:</i>	We offer a competitive compensation package within our internal salary grid.
<i>Location:</i>	The successful candidate will work in our head office located in Westbank, BC.
<i>Duration:</i>	Full-time Position
<i>Application process:</i>	Please email your resume and cover letter with 3 work related references to: careers@fnfa.ca We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at anytime.
<i>Deadline date:</i>	Friday, February 5, 2021 by 3:00 p.m. (PT) Posted: Jan 21, 2021