



EMPLOYMENT OPPORTUNITY
First Nations Finance Authority

Administrative Assistant
Competition No. 2021-ADM-01
(term position to fill maternity leave)

<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 Administrative Assistant takes direction from the Chief Operating Officer (COO). The incumbent shall provide support services to facilitate the efficient operation of the organization and includes secretarial, clerical, data entry, customer services, and other office administrative functions. The incumbent shall be a back-up to the Corporate Clerk.
<i>Role responsibilities include but are not limited to:</i>	<ol style="list-style-type: none">1. Assists with coordinating office activities, greeting and screening visitors, answering and referring inbound telephone calls.2. Receives incoming mail; reviews, evaluates, and distributes correspondence requiring priority attention.3. Maintains office supplies and inventories.4. Prepares emails to communicate with FNFA staff members and in response to general inquiries.5. Liaises with vendors and service providers to ensure efficient and cost-effective acquisition of purchases i.e. office supplies, and oversees warranties and service.6. Organizes and maintains office common areas.7. Scans and files documents (electronically and hardcopies).8. Enters data using spreadsheets, PPTs, documents, and lists.9. Assists with coordination of signing of documents through online signature tool as required.10. Assists with the coordination of meetings, travel, accommodations for the Board, COO, CEO, and other staff.11. Assists with special events: invitations, catering, reservations, bookings, travel, accommodations, purchasing gifts or promotional items, subject to COO approval.12. Provides administrative support to others where requested by department Directors, and communicates these tasks to the COO.
<i>Who Can Apply:</i>	Persons of First Nations ancestry will be given preference. Applicants must possess: <ul style="list-style-type: none">• College and/or University graduate in Business Administration, Office Administration, Project Management, or a similar field with 2 to 3 years of administrative experience supporting management (or equivalent combination of education and experience.)• Understanding and awareness of FNFA services, policies, procedures, rules and regulations and the ability to apply this knowledge in performance of administrative support tasks.• Excellent oral and written communication skills.• Tactful with handling sensitive and confidential matters.• Proven time management skills, multi-tasking skills, and the ability to prioritize tasks with minimal supervision.• Professional, responsive, and positive work attitude is essential.• Resourcefulness and flexibility.• Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.• General mathematical and budgeting skills.• Able to maintain filing systems and basic databases.

- Meticulous records maintenance skills.
- Strong telephone manners and strong interpersonal skills.
- Strong verbal skills to communicate with all levels of the executive team.
- Strong customer service orientation.
- Strong computer skills Microsoft Office Suite programs (WordPress is considered an asset).
- English is the working language, however, the ability to work in French or a First Nation language(s) is an asset.

Compensation: We offer a competitive compensation package within our internal salary grid.

Location: The successful candidate will work in our head office located in Westbank, BC.

Duration: **Term Position (18 months to fill maternity leave)**

Application process: 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.

Deadline date: **Monday, October 18, 2021 by 3:00 p.m. (PT)**

Re-Posted: Oct 6, 2021