



**Nakiiwin Azheyaaksin**  
*Employment Opportunity*  
**Administrative Assistant**  
*Indeterminate Full Time*

Wiikwemkoong Unceded Territory is seeking a detail-oriented and professional Administrative Assistant to provide high-level clerical and administrative support for the Information Services Technology (IST) Department. This role is critical to ensure efficient office operations and effective communication across teams, programs, and community members. The Administrative Assistant will report directly to the Chief Technical Officer.

**RESPONSIBILITIES**

- General Administration: Perform filing, photocopying, scanning, and document preparation.
- Answer calls and emails, schedule meetings, prepare agendas, and take minutes.
- Maintain organized records, process forms, and track departmental statistics.
- Inventory & Office Support: Monitor office supplies and submit purchase requests.
- Front-Desk & Reception Services: Greet visitors and provide guidance.
- Project & Event Assistance: Provide administrative support for special initiatives.

**REQUIREMENTS**

- Certificate or diploma in Office Administration, Business Administration, or related field.
- Minimum one (1) year of experience in an administrative or clerical role.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Teams).
- Strong organizational and time management skills to handle multiple priorities.
- Excellent written and verbal communication skills, including email and scheduling.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience with office equipment (fax machines, printers, scanners).
- Familiarity with electronic filing systems and virtual meeting platforms (Zoom, Teams).
- Professional demeanor and customer service skills for front-desk interactions.
- Operational understanding of Anishinaabemowin is an asset.

Salary: \$ 65,000

Location: On-site only; remote hires are not accepted.

Interview Process: All interviews will be conducted in person.

**Posting: June 10, 2025**

**Closing Date: Until Filled**

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

Confidential: **Production Database Administrator – IST**

Box 112 19A Complex Drive

Wiikwemkoong Unceded Indian Reserve

Wiikwemkoong ON P0P 2J0

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Please submit copies as there is no return of submissions.