



Employment Opportunity

Position: Office Administrative Assistant

Location: Charlottetown, PEI

Closing Date: October 6, 2022

Organizational Description

L'nuey supports the Epekwitk Assembly of Councils (the full Abegweit and Lennox Island Councils) in the negotiation, consultation, and governance development work of the leadership. L'nuey works with the leadership and engages the Mi'kmaq of PEI on the implementation and protection of the collective Aboriginal and Treaty Rights of the Epekwitnewaq Mi'kmaq.

Position Summary and Job Overview

L'nuey is looking to hire an Office Administrative Assistant- a vibrant individual who has experience in working in a professional office environment. The Office Administrative Assistant is responsible for providing administrative support to all staff, having a broad understanding of the work and mandate of the organization, and for identifying the roles of all L'nuey personnel to ensure communications are directed appropriately. This position is also responsible for assisting in the development and coordination of meeting logistics, and assistance with key events that take place throughout the year. The Office Administrative Assistant will report directly to the Office Manager | Executive Assistant.

Duties and Key Responsibilities

- Prepare and distribute internal email correspondence memos.
- Maintain L'nuey contact database, including First Nation member mailing addresses.
- Coordinate meetings, including Assembly Room bookings, logistics and catering as requested.
- Maintain organizational filing system.
- Assist with preparing invoices for payment.
- Assist staff with printing and mailing requests, data input and other tasks as required.
- Serve as the first point of contact to all L'nuey visitors and direct them to the appropriate individuals, teams, meeting etc.
- Monitor and respond to general enquiries and requests, including info@lnuey.ca.
- Process incoming mail and manage courier services (including maintenance of confirmation records for courier and registered mail).
- Work with staff to develop and maintain a list of all L'nuey contacts, vendors, service providers.
- Thorough operational understanding of all office equipment – Assembly Room equipment, photocopier, etc.
- Build a productive, cooperative working climate within the team, the organization and with other stakeholders.
- Communicate administrative concerns and/or needs to the Office Manager.

Knowledge, Skills, Abilities:

- Ability to organize work, set priorities, take initiative, meet deadlines, and follow up on assignments with minimal direction.
- Complete tasks in a professional manner.
- Ability to work both independently and in a team setting.
- Strong multi-tasking skills with attention to detail and accuracy.
- Ability to professionally liaise with all stakeholders.
- Working knowledge of Microsoft Office Suite.

Personal Suitability:

- Exceptional organizational skills.
- Sound written and oral communication skills.
- Ability to always maintain professionalism and confidentiality.
- Cultural awareness and sensitivity.
- Attention to detail and good problem-solving skills.

Qualifications:

- Completion of post-secondary Office Administration program or relevant programs and experience.
- Prior experience working in an administrative or office environment – minimum 2 (two) years.

Conditions of employment:

- Must hold and maintain a valid PEI driver's license.
- Proof of vaccination and criminal record check.

Salary: \$44,000-\$48,000 annually

Terms: Full-time, Permanent

Benefits: Includes vacation, health and dental benefits and pension

Application:

L'nuey hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

We thank all applicants for their interest, however, only those selected for interviews will be contacted. Please forward your resumé and cover letter with two reference letters to Lorenda MacEachern at lmaceachern@lnuey.ca by 3PM on October 6th, 2022.

Positions are subject to final budgetary approval.