



**NE-CHEE FRIENDSHIP CENTRE  
Requires a**

**FT Administrative Assistant**

*Ne-Chee Friendship Centre is looking for a motivated individual who has a strong work ethic, teachable skills and positive attitude to join our team.*

The Administrative Assistant's key function is the link between community and programs; providing information and linking individuals to the appropriate services and programs. We are looking for a person who can honor the 7 Grandfather teachings and instill them into their work performance as the front-line communication to the Centre.

**Key Responsibilities**

- Work within the Indigenous Model of Community; 7 Grandfather Teachings are the Best Practices
- Familiar with the goals and programs of Ne-Chee Friendship Centre
- Welcome guests and community members requesting assistance from staff and programs, including directing phone calls and inquiries
- Take messages accurately and pass information to the appropriate person(s)
- Ensure that Ne-Chee's website and social media page are current and up to date
- Monitor and maintain an inventory of office supplies
- Ensure reception and cultural area is tidy and presentable
- Receive, sort and distribute daily mail/deliveries
- Perform various clerical tasks, including faxing, transcribing meeting minutes, photocopying, and filing
- Perform other duties which may be assigned from time to time by the Executive Director and or Human Resources Manager

**QUALIFICATIONS**

- Education and/or 1-2 years' experience in Administrative-Receptionist setting
- Customer Service: Greeting and directing individual(s) is vital for our services and to the community
- Communication; Must possess excellent written and oral communication skills
- Interpersonal, Organizational Skills and Time Management; Essential skills to complete the job
- Experience working in an Indigenous organization and sound understanding of Indigenous culture and values
- Ability to be resourceful and proactive when issues arise
- Ability to work in a busy office environment with frequent interruptions
- Exceptional knowledge of Microsoft Office and willingness to learn new programs
- Able to speak and understand Ojibway, is an asset but not required

**Annual Salary: \$40,000-\$45,000, comprehensive benefit package with pension**

**\* A Current Criminal Records Check will be required upon offer of employment**

**Preference will be given to Indigenous applicants. Please self-identify upon applying**

**DEADLINE:** Open Until Filled

Please submit your **resume** along with a **cover letter** to: Brianna Boucha, Human Resources Manager, Ne-Chee Friendship Centre - 326 Second Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340

E-Mail: [criminalcourtwork@nechee.org](mailto:criminalcourtwork@nechee.org)

*We wish to thank all applicants, however, only those selected for an interview will be acknowledged.*