

# Serpent River First Nation

LIMITED PARTNERSHIP

P.O. Box 13  
479 Highway 17 West  
Cutler Ontario,  
P0P 1B0



Telephone:  
705-844- 2119  
Facsimile:  
705-844-1219

## **\*\* JOB POSTING \*\***

### **EXECUTIVE ASSISTANT – Full Time Position**

#### **The Executive Assistant will perform the following functions:**

- Provide direct administrative and office management to the Board of Directors, General Manager and staff of the SRFN LP
- Record meeting minutes for the Board of Directors on a monthly or as needed basis
- Manage and coordinate telephone calls, emails and other forms of communication within the office
- Maintain work schedule and calendars of staff and the General Manager
- Assist General Manager in various duties as it relates to the operation of the office
- Responsible for the quarterly newsletter of the Corporation
- Assist in the management of the properties within the Corporation
- Maintain all staff meeting minutes and the required follow-up
- Ensure the filing system is up-dated and easily accessible
- Assist in the review of Policies and Procedures for the Corporation

#### **The successful candidate will possess the following qualifications, skills, experience, and attributes:**

- College diploma in Business Administration or other related field
- Three years' experience in a similar position
- Must provide a CPIC
- Must possess a Class "G" driver's license and have access to a vehicle
- Must be able to travel
- Must have the skills and capacity to work within a team environment
- Previous experience working for an incorporated body and/or an Aboriginal organization

Deadline for Applications: Until filled.

Interested applicants must submit a cover letter, resume and three work related references to:

**Attn: Deborah Belleau, Finance Administrator/Interim General Manager**

**P.O Box 13, 479 Hwy 17 West, Cutler, ON P0P 1B0**

**Fax: 705-844-1219**

**Email: [debbelleau@srfnedc.com](mailto:debbelleau@srfnedc.com)**