

This is an exciting time to join Kuuwanimano Child and Family Services!

Employment Opportunity – Executive Assistant (Non-Union position) – Timmins

Competition #: 24-50

Department: Administration (**New Position**)

Location: Timmins, ON

Job type: Full Time – 35 hours per week

Closing Date: July 01, 2024 @ 4:30 PM

Salary: Starting at \$61,681 per annum

What you will do in the role

- Receives, reviews, and screens mail, e-mail, voicemail, telephone calls, and faxes; refers correspondence to appropriate individuals for handling; acts where appropriate, exercising judgment and knowledge of organizational processes.
- Prepares as required in a variety of documents, correspondence, reports, emails and memos on behalf of the Senior Management; takes minutes of meetings; maintains extensive confidential files, information and data; organizes and performs other related administrative duties as requires.
- Acts as a liaison between the Senior Management and other staff to ensure appropriate coordination and follow-up on day- to-day issues.
- Assesses, prioritizes and coordinates the Executive Director's and other Senior Management staff's schedules.
- Reviews requests and schedules appointments and meetings. Maintains daily appointment calendar including collating data/documentation for all meetings.
- Provides administrative support to the Board of Directors including organization of monthly Board meetings and ad hoc committees; preparation and distribution of agendas and minutes and ensures follow-up on issues arising from meetings.
- Books meeting rooms and makes other arrangements as directed.
- Coordinates travel arrangements, hotel accommodations, conference registration and prepares itineraries.
- Plans and organizes special events hosted by the Executive Director and Board as directed.
- Develops and maintains a central filing system for all corporate records, service contracts, executive correspondence, and meeting minutes.
- Develops and maintains a variety of databases and generates reports as required.

Just a few reasons to join Kuuwanimano Child and Family Services

- Opportunity to collaborate with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability Insurance
- Competitive vacation leaves

What you bring to the table

- Bachelor's degree or diploma in Office Administration, Executive or Business Administration.
- 3-5 years Executive Assistant experience with progressively responsible administrative responsibilities.
- Must produce clear Criminal Record Check with Vulnerable Sector Screening
- The ability to speak a native language is considered a major asset.
- Demonstrate excellent planning, organizational, and administrative skills.
- Demonstrate excellent interpersonal skills to liaise with a variety of internal and external contacts, oral and written communication skills.
- Must possess a valid "G" Ontario Driver's licence, be willing to travel, work flexible hours and work independently.

Please refer to our website: www.kuuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume and submit by email to: HR@kuuwanimano.com or by fax to 705-266-9122.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

Meegwetch to all applicants, however only those selected for an interview will be contacted.