



**Administrative Assistant 015-23-1**

**Housing**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **February 8, 2023**, for the Administrative Assistant with Six Nations Housing Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Administrative Assistant reports to and works under the direction and supervision of the Senior Manager of Housing. The Administrative Assistant works to assist in the performance of their statutory and administrative duties as related to Six Nations Housing within the policies and procedures established by the Six Nations of the Grand River for the Housing Department. The Administrative Assistant works to perform administrative, general office and clerical duties. The Administrative Assistant works within the policies and procedures established by Six Nations of the Grand River.

<b>Type</b>	Full Time
<b>Closing Date</b>	February 8, 2023
<b>Term</b>	Permanent
<b>Hours of Work</b>	35 hours per week
<b>Wage</b>	\$42,000/annum

**BASIC QUALIFICATIONS:**

- Post-secondary graduate in Business Administration and 1 year work related experience or Secondary School Graduate (or equivalent) and 2 years' work-related experience.
- Must have high level of computer skills and excellent working knowledge of software applications including Microsoft Office and experience with an integrated accounting application program such as ACCPAC.
- Must have a Criminal Record Check.
- Must be bondable

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Administrative Assistant – Full Time – 015-23-1**

c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

## **SIX NATIONS HOUSING POSITION DESCRIPTION**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT**

### **Reporting Relationship:**

Reports to and works under the direction and supervision of the Senior Manager of Housing.

### **Purpose & Scope of the Position:**

To assist Six Nations of the Grand River and the Senior Manager of Housing in the performance of their statutory and administrative duties as related to Six Nations Housing within the policies and procedures established by the Six Nations of the Grand River for the Housing Department.

To perform administrative, general office and clerical duties.

### **Duties and Responsibilities:**

- 1. Technical**
  - Maintains waiting list of all grant, loan and rental applications
  - Pick up mail at the Administration Building and Post Office on a daily basis
  - Maintains and updates filing system
- 2. Administrative**
  - Maintain and update time summaries for all Housing staff;
  - Ensure timesheets are authorized and submitted in a timely manner;
  - Types and proofreads correspondence, reports, invoices, forms and other documents;
  - Prepares leases, loan and sales agreements and other related documentation;
  - Provide clerical support to the Senior Manager of Housing, Programs Administrator and Property Manager;
  - Receive and code all incoming invoices;
  - Use of office equipment, copier, fax machine, scanner and paper shredder.
- 3. Communication**
  - Effective liaison with the Senior Manager of Housing, Programs Administrator and Property Manager;
  - Communicate and be available to receive and provide information to other staff members of Housing;
  - Develop clear, concise, accurate correspondence when transferring information;
  - Send, receive messages and documents using fax machine and electronic mail.
- 4. Other Functions**
  - Perform back-up duties for Receptionist on a daily basis during lunch break and during scheduled and unscheduled leave;
  - Perform other related duties as assigned by the Housing Director.

### **Working Conditions:**

Normal workstation is located at Housing Office and has daily contact with the general public. Must maintain a high level of confidentiality and accuracy. Subject to deadlines and interruptions.

### **Working Relationships:**

#### **With the Senior Manager of Housing:**

Receives direction, guidance and discusses plans, prioritizes, and interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

#### **With Other Staff:**

Courtesy, cooperation, and teamwork with staff to provide efficient and ongoing functions.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

**With the Public:**

Requires daily interaction with the public. Represents and promotes Six Nations Housing in a courteous, positive, and cooperative manner. Provides information, direction, and assistance, and must maintain a friendly, cheerful, courteous and cooperative disposition while maintaining tact, discretion, diplomacy and confidentiality.

**Knowledge and Skills:**

Minimum Requirements:

- Post-secondary graduate in Business Administration and 1 year related work experience, or secondary school graduate (or equivalent) with 3 years' work related experience
- Must provide satisfactory Criminal Record Check

Other Preferred Qualifications:

- Excellent written and oral communication skills and the ability to excel at detail, multi-tasking and working under pressure

**Impact of Error:**

Error in judgment and conduct of duties could lead to loss of credibility, poor public relations, confusion, and misinformation being provided to other staff or departments. Errors in conduct could result in unsafe conditions for other field staff.

**Control:**

Guiding principles set by the Six Nations of the Grand River Elected Council. Must work within the Policies and Procedures established by Six Nations Housing