



MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING

EMPLOYMENT OPPORTUNITY

Administrative Assistant – Projects Department

Full-Time Contract Position - March 31, 2019

Miziwe Biik Aboriginal Employment and Training is a non-profit organization, established as G.T.A.M.B. in 1991, our main objective is to provide employment and training services to the Aboriginal community in the Greater Toronto area.

The Administrative Assistant will be responsible for the administrative support of the Projects Team through communication between team members, updating /maintaining client files, planning, coordinating all contractual agreements and ensure financial obligations are fulfilled.

DUTIES AND RESPONSIBILITIES

- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to department and other staff
- Assist with financial reports as required
- Responsible for data entry of client registration information forms into database
- Update and follow up of client information for reporting purposes
- Active participation in departmental meetings and planning of duties
- Assist clients with contract signings
- Other administrative duties as necessary

QUALIFICATIONS

- Previous administrative assistant experience
- Good computer skills including MS Word, Excel and Outlook
- Ability to prioritize administrative responsibilities
- Ability to work and contribute to a team environment
- Ability to work effectively under pressure
- Ability to work independently, take initiative and set priorities
- Prioritize and complete multiple task effectively
- Punctual, reliability and dependability
- Excellent organizational skills
- Able to respect and maintain confidentiality



MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING

First Nation, Métis and Inuit applicants are encouraged to apply and asked to please self-identify on their cover letter.

Please submit your cover letter and resume via email in MS Word format to:
Human Resources: hrjobs@miziwebiik.com

**** Closing Date: Monday, April 23, 2018 at 3:00 PM****

We thank all applicants for their interest; however, only those selected for an interview will be contacted. **No phone calls please**

If you are invited for an interview and require access accommodation, please let us know in advance so that we can make adequate arrangements.