



ADMINISTRATIVE ASSISTANT

Company Background:

Supercom Industries (GP) Corp. is the general partner for Supercom Industries LP, a partnership of Michipicoten First Nation, Pic Mobert First Nation (Netmizaagamig Nishnaabeg), Biigtigong Nishnaabeg (Pic River First Nation), Pays Plat First Nation, Red Rock Indian Band and Fort William First Nation. Supercom was formed by our First Nations to deliver employment, training and business opportunities related to the \$700+ million East West Tie transmission development that will commence construction in late 2018 across our collective traditional territories and reserve lands.

Under the supervision of the Manager of Finance, the Administrative Assistant provides day-to-day support to the organization to ensure the efficient operation of the office as well as provide support to the Board of Directors, managers and employees through a variety of tasks related administration, finance and communications. The ideal candidate will possess a demonstrated knowledge of First Nation protocols, language and culture.

Duties and Responsibilities:

The scope of work may include but is not limited to providing administrative support including the coordination of Board meetings, coordination of travel & appointments, communication, filing, data entry and web site maintenance, ensuring that all duties are completed accurately and delivered with high quality and in a timely manner.

The Administrative Assistant shall be responsible for the following:

- ☐ Answer and direct phone calls using a professional and courteous manner;
- ☐ Respond to general information requests with the accurate information;
- ☐ Greet and provide general support to clients/suppliers/visitors to the Supercom Office;
- ☐ And maintain contact lists as required;
- ☐ Prepare reports, memos, meeting minutes, templates and other documents as requested;
- ☐ Coordinate all incoming & outgoing mail, faxes and courier deliveries;
- ☐ Purchase, receive, and maintain all office supplies;
- ☐ Develop and maintain a filing system including a digital & physical records system;
- ☐ Ensure files are Backed-up using proper procedures;
- ☐ Coordinate and arrange travel for the Board of Directors and staff;
- ☐ Organize and arrange meeting logistics for all scheduled meetings;
- ☐ Record and transcribe dictation notes and meeting minutes;
- ☐ Coordinate the maintenance of office equipment as required;
- ☐ Assist Manager of Finance with data entry and filing as required;
- ☐ Manage, update and maintain company website and social media;
- ☐ Assist with communications as required;
- ☐ Other organization and administrative duties as required.

BIIGITIGONG ANISHINABEK *FORT WILLIAM FIRST NATION*MICHIPICOTEN FIRST NATION*
PAYS PLAT FIRST NATION*PIC MOBERT FIRST NATION*RED ROCK INDIAN BAND



Qualifications

Education & Experience:

- ☐ Post-secondary education from an accredited institution plus a minimum of 2 years of experience in the field of office/business administration, office management, business, computers, or a related field. - OR -
- ☐ Completion of Grade 12 plus a minimum of 5 years of experience in the field of office/business administration, office management, business, computers, or a related field.

Other Skills and Abilities:

- ☐ Knowledge of office management systems including filing systems, data base systems/software and record keeping procedures;
- ☐ Ability to communicate effectively both written and verbal;
- ☐ Ability to prioritize work and meet deadlines;
- ☐ Excellent organizational & planning skills and ability to manage multiple projects;
- ☐ Be proficient in Microsoft Office including Word, Excel, Power Point and Microsoft Project
- ☐ Good interpersonal skills.

In addition, candidates should have a valid Class G Driver's license, reliable vehicle and be able to provide a current CPIC.

Application & Deadline

This is a full-time, contract position that will be based in Thunder Bay.

Indigenous persons, especially qualified members of our partner First Nations are strongly encouraged to apply.

For the right candidate, we are offering a competitive compensation package including a competitive salary commensurate with your qualifications.

Deadline for applications is 4:00 pm on Tuesday, June 26th, 2018

For further information, and to submit your application, please contact:

Marlene Sabourin
Manager of Finance, Supercom Industries Corp.

Email: marlene.sabourin@supercomindustries.com
Tel: (807) 632-7797

Applications should be clearly marked: **Competition – Administrative Assistant** and must include a current resume, cover letter and three references one of which should be from your most recent employer. Incomplete or late applications will not be accepted.

While we wish to thank you for your application, **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

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