



MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT – ACADEMIC UPGRADING PROGRAM

Full-Time Contract Position – to March 29, 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 Upgrading Administrative Assistant will be responsible for providing administrative and clerical services in order to ensure effective and efficient operations to the Academic Upgrading Program.

DUTIES AND RESPONSIBILITIES

- Record outgoing/incoming mail
- Code and file material according to the established procedures
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Facilitate workshops; registration of clients, tracking of progress, confirmation of clients and the handling of needed supplies for client success
- Responsible for daily data entry of client registration information forms into database
- Assist the Program Coordinator in all aspects of supporting the Academic Upgrading programs and events.
- Assist the Program Coordinator in processing monthly, quarterly and annual reports, including all statistical information for reports
- Assist clients when necessary in computer assistance including internet, printer, software applications
- Other duties as necessary

QUALIFICATIONS

- Previous administrative assistant experience
- Good computer skills including MS Word, Excel, Power Point and Outlook
- Ability to prioritize administrative responsibilities
- Ability to work and contribute to a team environment
- Ability to work effectively under pressure
- Ability to respect and maintain confidentiality
- Ability to work independently, take initiative and set priorities



MIZIWE BIIK

ABORIGINAL EMPLOYMENT AND TRAINING

- Prioritize and complete multiple task effectively
- Punctual, reliability and dependability

ATTRIBUTES

- Detail Oriented
- Team Play
- Organized
- Flexible
- Adaptable

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: Until Filled ****

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.