

# Administrative Assistant

## Duration:

Indeterminate, Full  
Time - Six (6) Month  
Probation Period

## Division:

Lands Unit

## Salary:

\$43,660.50 -  
\$49,315.50 per year  
(37.5 hours per  
week)

## Deadline To Apply:

## Details

### Purpose:

The Administrative Assistant provides high-quality administrative support to ensure the efficient operation of the office. This role is responsible for managing day-to-day office activities, coordinating schedules, preparing documents, and maintaining organized records, enabling the unit to operate smoothly and effectively.

### Roles & Responsibilities:

**Administrative Support for Lands Unit**

- Prepare, format, and edit correspondence, reports, presentations, and other documents.
- Provides information and assistance to clients in regard to files held with the Director.
- Maintain accurate and up-to-date electronic and paper filing systems.
- Manage incoming and outgoing mail, emails, and phone calls, directing them appropriately.
- Draft meeting agendas, record and distribute meeting minutes, and track action items.
- Manage calendars, schedule appointments, and arrange meetings and conference calls.
- Coordinates the use of the Lands boardroom.
- Coordinates and provides administrative support for the Lands & Territories Portfolio meetings.
- Assists with the coordination of Land Use Planning activities and third-party files.
- Maintain a basic knowledge of files in collaboration with the Director
- Coordinate travel arrangements, including transportation, accommodations, and itineraries.
- Organize and support events, training sessions, and workshops.
- Maintain databases and contact lists, ensuring information is current and accurate.
- Track and process invoices, purchase orders, and expense reports.
- Support data entry, analysis, and report generation as required.
- Order and maintain office supplies and equipment.
- Liaise with vendors, service providers, and Asset Management as needed.
- Assist with special projects and initiatives as assigned.
- Provide backup support to other administrative staff as required.
- Updates and creates procedures relevant to the position
- Assists in the coordination of activities for projects
- Assists in developing workplans and budgets for the activities
- Maintains up to date working files on activities
- Consults with relevant departments as needed

## Education & Experience:

- DEC in Office Administration, plus one (1) year of relevant experience OR
- DEP in Secretarial Sciences, plus three (3) years of relevant experience OR
- High School Diploma, plus five (5) years of relevant experience.

## Knowledge, Skills, & Abilities:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable with digital tools.
- Strong written and verbal communication skills.
- Excellent organizational and time management abilities, with strong attention to detail.
- Ability to handle confidential information with discretion.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- Professional, courteous, and service-oriented.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

## Working Environment:

- Five-day work week is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERE**

## To Apply:

Email your applications with all the required documents to **applications@mck.ca**