



Employment Opportunity

JOB TITLE:	SECRETARY
WORKPLACE:	Kiuna Institution 1205 Route Marie-Victorin Odanak, QC J0G 1H0
SALARY:	Salary is based on an annual income of \$31, 255, in accordance with the salary range in effect at the FNEC.
DURATION:	One year contract (possibility of extension)
EFFECTIVE DATE:	January 2012
HIRING PRIORITY:	1. FNEC member communities 2. All Quebec and Labrador First Nations members 3. General population
WORK DESCRIPTION:	Under the immediate supervision of the Associate Director, the secretary provides complete administrative support in the management and administrative organization of the department. Confidentiality and discretion are required.

A trustworthy person, the incumbent works closely with the administrative staff. Tasks are varied, a fast pace of handling several activities, and overtime may be required, including some evenings and on the weekend.

Administrative Activities:

- Plan and oversee the logistics of various meetings, videoconferences or events and forward meeting notices to participants as requested by the director and according to the needs, by preparing the necessary documents, drawing up a tentative agenda, reserving the meeting room and the equipment needed, ensuring the comfort of the participants, and, if necessary, attending meetings in order to provide technical support.
- Organize and manage the director's schedule (events, committees, meetings and interviews) along with supervising travel expenses.
- Establish a schedule for the follow-up of each service's files, make sure deadlines are met, perform appropriate follow-up, compile data received, summarize and present it to management.
- Promptly make summaries of documents, recordings, papers, reports or handwritten texts received for the director, as required.
- Design and prepare presentation material, material for managerial meetings, statistical reports, graphs and other documents in collaboration with the documentation service as the case may require.
- Conduct the follow-up on active files according to instructions and ensure constant follow-up on requests made by management pending reply. These files and requests are related to ministries, suppliers, representatives, band councils, organizations, partners, employees, etc.
- Organize the logistics of student housing.

Secretarial Activities

- Organize the various communications received (postal mail, fax, email), summarize them if needed and establish their priority levels before submitting them to the director.
- Draft documents, as needed, to respond to various types of correspondence such as letters, press releases, memos and all other documents to be submitted to the director.
- Reply to information requests received by phone or email and ensure the required follow-up.
- Take notes during meetings and draft the minutes of meetings attended.
- Carry out the word processing and the various secretarial tasks related to the work and mandates of the director.
- As needed, participate in the writing of pamphlets, reports, newsletters and other documents or promotional tools.



- File all documents and correspondence pertaining to the director's current activities and ensure that they are readily available and accessible; oversee the proper functioning and at the same time, create the necessary databases and document them.
- Accomplish any other secretarial duty for the director and the employees at the Kiuna Institution as requested by their supervisor.

Communication Activities

- Prepare general correspondence related to public relations.
- Monitor and regularly update the information posted on the Website.

REQUIREMENTS:

- Hold a Diploma in Collegial Studies (DCS) in office management and have at least three years of experience in a similar position OR hold a Diploma of Vocational Studies (DVS) in secretarial studies with a minimum of five years of experience in a similar position.
- The position requires very good knowledge, as a second or third language, of one of the two official languages of Canada, for purposes of analyzing documents, verbally or in writing, communicating complex information, and intervening in various situations (e.g.: making a presentation in front of an audience).
- Be knowledgeable in word processing and of Microsoft Office software.
- Be knowledgeable in spelling and grammar and administrative writing techniques.
- Be knowledgeable in filing techniques and methods.
- Be knowledgeable of First Nations communities in Quebec, the FNEC, as well as their major issues.

WORK CONDITIONS:

Following a specific schedule:

Mondays from 9:00 a.m. to 5:00 p.m., and on Tuesdays to Thursdays from 12:30 p.m. to 5:30 p.m.

PERSONAL SKILLS:

- Discretion.
- Clearly-demonstrated administrative skills, including ability to summarize, supervisory skills to ensure follow-up and technical support on files and the ability to establish priorities and meet deadlines.
- Ability to rapidly multi-task while maintaining rigorous standards.
- Initiative-driven and autonomous.
- Ability to communicate effectively.
- Efficient preparation of documents.

DEADLINE:

Applications must be received at the Kiuna Institution **by 4:00 p.m., on December 7, 2011.**

Please send your application by mail, fax or email¹ at:

**Ms. Prudence Hannis, Associate Director
"Position to be filled at the Kiuna Institution"**

**Kiuna Institution
1205 Route Marie-Victorin
Odanak, QC J0G 1H0**

Fax: (450) 568-5210 Email: phannis@ippn-fnpi.com

¹ Please request a read receipt when emailing your application.