



ASSOCIATION OF IROQUOIS AND ALLIED INDIANS

JOB POSTING – ADMINISTRATIVE SUPPORT/RECEPTION

Position: Administrative Support/Reception

Accountability: Director of Operations

Summary:

The Administrative Support – Reception is responsible for a wide variety of administrative duties, including typical secretarial and receptionist duties in addition to more complex functions and services, such as arranging travel plans, minute-taking during confidential meetings, and scheduling appointments. The Administrative Support/Reception is also responsible for drafting sensitive correspondence sent by the management and/or Executive. This position will also share in the front desk reception responsibilities.

Essential Functions:

- Provide direct administrative and office management support to all members of the AIAI staff
- Perform front desk reception duties
- Coordinate office activities; troubleshoot or escalate basic office administration issues
- Facilitate communication from department directors, coordinators, policy unit leaders, and project managers
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions
- Performs other duties as required

Minimum Requirements:

- High school diploma, G.E.D. or equivalent
- Post-secondary diploma in administration or relevant field preferred

- 2 years of direct work experience in a secretarial/administrative capacity
- Strong knowledge of general office procedures
- Superior typing and dicta-typing/minute taking skills

Salary:

Based on the AIAI Salary Grid.

Application Deadline: **January 31, 2023**

Please submit a cover letter and resume along with three references (two employment related) to the attention of:

Attn: Director of Operations

Association of Iroquois and Allied Indians
387 Princess Ave
London, Ontario N6B 2A7
Phone: 519-434-2761
Fax: 519-675-1053

gstonefish@aiai.on.ca