



**Membertou**  
WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Administrative Assistant (1 Full Time)  
**Reports to:** Director of Education  
**Department:** Education  
**Salary Range:** \$40,000 to \$45,000 Annually (based on qualifications)

Membertou Education Department is seeking the services of an energetic, enthusiastic, honest, creative, hardworking individual to fill the position of the Administrative Assistant. The Administrative Assistant is responsible for assisting with the daily operations of the Administration and Daycare Sectors.

### Duties & Responsibilities:

- Filing, reporting, answering phones, typing and taking minutes (Education Administration Meetings)
- Must have knowledge in various computer programs (databases and Microsoft word)
- Must be able to process, code, store and retrieve records and documents.
- Maintain the filing system in the Education Department and update the personnel files for the Education Department.
- Responsible for greeting clients, answering phones, photocopying, faxing, e-mailing, taking messages, incoming and outgoing mail for Administration and Daycare.
- Assist in organizing staff training when needed.
- Maintain the Student Information System (S.I.S) for nominal roll use.
- Responsible in the annual submission of updated teacher's service record to the Department of Education.
- Must be able to work under minimal supervision.
- Comply with Band Policies.
- Distributing general memos to all staff in the department.
- Other departmental related duties as required by the Director.

### Qualifications:

- Office Management Diploma or equivalent
- Must provide an updated Child Abuse Registrar
- Must provide an updated Criminal Record Check / Vulnerable Persons Check
- Must be competent in completing reports
- Must have excellent writing and communication skills

*Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission*

### Working Conditions

#### *Physical Environment*

An office environment with a work station that is comfortable, temperature controlled, and well-lit. Equipment for use is up to date and well maintained.

#### *Physical Effort*

Majority of work hours are spent sitting in an office chair, with frequent opportunities to move around. The incumbent will occasionally need to move or lift objects (up to 25 lbs.) such as offices supplies, equipment, files or boxes.

#### *Sensory Attention*

This position requires keen listening and observational ability due to the nature of discussions with staff and the community. It also requires strong analytical and critical thinking skills in order to assess various related situations, as well as efficient reading and writing abilities in order to create and review documents, including emails, memos and policies.

Resumes with Cover Letters can be submitted to:  
Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Autwen Ma'sl Awti  
Membertou, NS B1S-2P5

Or via email to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday November 8<sup>th</sup>, 2024 at 4:30 PM AST.**

*Thank you for applying, however, only those selected for an interview will be contacted.*

*Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*