



ADMINISTRATIVE ASSISTANT - OGD-026-009 JOB AD/JOB DESCRIPTION

Administrative Assistant - OGD-026-009

OGWADENI:DEO **Permanent Full-Time**

Applications will be received by Ogwadeni:deo **up to 4:00 pm on September 26, 2026 or until filled** for the **Administrative Assistant** position with Ogwadeni:deo. The Job Posting and Job Description are also available for printing from the www.greatsn.com website.

Ogwadeni:deo offers:

- ✓ **100% employer Paid Extended Health & Dental Benefits** with **Greenshield** as our provider our plan includes
- ✓ Extended Health **single and family coverage**
- ✓ **Life and Dependent** life Insurance
- ✓ **\$ 1,500.00 Annual Health Care Spending Account**
- ✓ **100% paid Employer Long Term Disability** with Desjardins as our provider
- ✓ **Vacation plans starting at four (4) weeks**, with recognition of years of service from previous Child Welfare experience
- ✓ **Fourteen (14)** additional designated paid days (Statutory included)
- ✓ Industry leading wages with recognition of previous position experience for wage grid placement
- ✓ OMERS Defined Benefit Pension Plan

The Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through Ogwadeni:deo website [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org).

- ✓ **NO LATE APPLICATIONS ACCEPTED**
- ✓ **Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**
- ✓ **We thank all applicants for your interest, however, only those applicants receiving interviews will be contacted**

JOB SUMMARY:

The Administrative Assistant consists of being responsible for providing administrative and clerical services to ensure effective and efficient operations. The Administrative Assistant will be responsible for maintaining employee records, preparing reports and presentations, taking meeting minutes and preparing other documents as requested.

Type	Full Time
Closing Date	September 26, 2026 or until filled
Term:	Permanent
Hours of Work	35 hours per week
Wage	\$ \$61,000 - \$77,600 per annum

BASIC QUALIFICATIONS:

- Post-Secondary Diploma in Business Administration plus 2-year experience **OR**
- Must have an Office Management Diploma with combined 3-year work experience in a progressive office setting
- Must have a certificate in Business Administration plus 5 years of related work experience in a progressive office setting
- Must have a valid class "G" driver's license.
- Must submit a favourable criminal reference check and vulnerable sector screening.
- Must be willing to work flexible hours.



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SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

**ADMINISTRATIVE ASSISTANT - OGD-026-009
OGWADENI:DEO
Permanent Full-Time
ATTN: HR
2469 Fourth Line
Ohsweken, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm**

Method #2: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package careers@ogwadenideotco.org
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to Human Resources at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

Method #3: Online

1. Please visit: [Careers – Ogwadeni:deo](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:



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1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org



Administrative Assistant - Job Description

OGWADANI:DEO
Taking Care of Our Own

Title of Immediate Supervisor:	HR Manager	Team:	
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Mission

We are dedicated to assume our responsibilities for taking care of children in partnership with the community:

- By strengthening families through healing at home and in the community,
- By practicing client centered approaches,
- By honouring the family of origin,
- By valuing, upholding and bringing forward Ogwehon:we/Haudenosaunee/Indigenous knowledge as foundational practices of family wellness, and
- By respecting the expertise within the community.

We will demonstrate kindness and understanding to reinforce Ogwehon:we values in the practices of delivering, managing and administering our services. We strengthen the relationships of women and men in a gender balanced development of family systems.

Purpose of the Role

The Administrative Assistant has the responsibility to perform a variety of administrative tasks.

Major Position Responsibilities

RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH

- Maintains Employee Records (soft and hard copies)
- Prepare reports and presentations for Internal communications
- Records and distributes minutes of the Senior Management meetings
- Types, photocopies and faxes or emails letters, memoranda, reports and other documents as requested
- Uses desktop publishing software to draft information flyers/newsletters, etc.; and, upon approval, distributes as directed

OGWADENI:DEO THE AGENCY

- Assist the Human Resources Manager with duties pertaining to Human Resources
- Signs for courier deliveries and logs, posts or couriers outgoing mail
- Makes travel and accommodation arrangements as requested
- Assists with ordering office supplies as needed
- Calls for service on office equipment as needed
- Any financial matters shall adhere to financial policies
- Assists with the maintenance of the inventory of office supplies
- Receives visitors and answers incoming calls in a friendly, courteous manner and directs enquiries and reports to the appropriate staff
- Acts as a role model and represents and promotes the Ogwadani:deo Program in a courteous, cooperative and professional manner
- Performs other duties as assigned from time to time by the supervisor in consultation with Management Staff and Supervisors

Knowledge, Experience & Skills Required

Basic/Mandatory Requirements

- Must have a Post-Secondary Diploma in Business Administration plus 2-year experience **OR**
- Must have an Office Management Diploma with combined 3-year work experience in a progressive office setting in particular Child Welfare **OR**

Insert Finalized Date



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- Must have a certificate in Business Administration plus 5 years of related work experience in a progressive office setting in particular Child Welfare
- Preference to experience in Foster Care Licensing Reviews, Crown Ward Reviews, Family Service Audits
- Must have accurate typing and proficiency in oral and written communication skills
- Must possess a valid Ontario class "G" driver's license
- Must submit a favourable criminal reference check and vulnerable sector screening
- Will be Ogweho:weh in preference to other applicants

Knowledge Requirements

- Must have working knowledge of a multi-line phone system
- Must have working knowledge of the use of office machines: fax, photocopier, shredder, etc.
- Must have a solid background in basic computer use, with specific knowledge of Microsoft Word/Excel/Power Point, case management software and desktop publishing software, email, and Internet use for booking travel, courier service and purchasing supplies
- Must be thoroughly familiar with the relevant provincial legislation, regulations and guidelines
- Must be knowledgeable respecting Six Nations' cultures and of the cultures of families of other First Nations who reside in the designated service delivery area

Ability Requirements

- Must have the ability to work cooperatively with other staff and management
- Must have the ability to relate effectively to community members
- Must have excellent interpersonal skills
- Must have strong conflict resolution and problem solving skills
- Must have the ability to work with minimal direction

Specific Working Conditions & Requirements

- Climate controlled workplace environment, occasional travel may be required, and possible exposure to infectious disease. This position can involve considerable mental and emotional stress, involving the interacting directly with staff who work in a high stress environment, with families experiencing highly sensitive issues. The position is subject to an environment that may involve physically dangerous situations.
- Must be willing to work flexible hours in accordance to working environment

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Ogwadani:deo reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Ogwadani:deo is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Ogwadani:deo Code of Practice.

Insert Finalized Date