



Native Council of PEI

Job Posting – Administrative Assistant

Job Title:	Administrative Assistant	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$18	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-892-5314	Date Posted:	May 3, 2024
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Administrative Assistant
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Native Council of PEI is looking for an Administrative Assistant that would work out of McAulay court office. The Administrative Assistant must maintain and friendly and professional manner. The main duties include answering phones, transferring messages, organizing the needs of the office, and greeting community members and guests.

ROLE AND RESPONSIBILITIES

- Planning, organizing, and coordinating all administrative activities of the office.
- Recording and maintaining meeting minutes, debriefs and contact information.
- Filing and organizing paper and electronic documents, such as emails, forms, etc.
- Responding to, preparing, and following up on information requests.
- Field telephone calls, take messages and respond to inquiries.
- Maintain a courteous and professional manner when greeting business associates, clients, and members.
- Ability to organize work and carry out the duties of the position with independence.
- Receive and direct visitors.
- Assist Program Coordinators and other Staff when needed for administrative needs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post-Secondary Degree / Diploma in Administrative Assistant or relevant field would be considered an asset.
- Experience in an administrative capacity.
- Criminal record check is required prior to commencing employment.
- Knowledge of Indigenous culture, values, and practices considered an asset.
- Excellent written and verbal communication skills.
- Ability to work independently and with minimal supervision.
- High level of office organizational skills and record management.
- Professional, positive, and friendly qualities.