



INDEPENDENT FIRST NATIONS ALLIANCE

Job #167 Administrative Assistant

Location: Thunder Bay or Sioux Lookout Office

Department: Health Services

Type of Role: Full-Time Term

Are you passionate about providing administrative support to ensure the smooth operation of health services programs? We're seeking a dedicated individual to join our team as a Health Services Administrative Assistant. This role requires exceptional organizational skills, attention to detail, and strong communication abilities to facilitate administrative tasks effectively. The role will report to the Health Services Project Coordinator.

Responsibilities:

- Process purchase requests and manage Purchase Orders.
- Track visa expenses and assist with spending reconciliation.
- Maintain accurate records through scanning, filing, and data entry.
- Assist with social media advertising and information sharing.
- Handle phone inquiries and ensure messages are delivered promptly.
- Coordinate community clinic schedules and assist with travel arrangements.
- Provide administrative support, including scheduling and meeting coordination.
- Ensure confidentiality of patient information and adhere to document guidelines.
- Assist with report preparation and supply purchasing.
- Run errands and provide logistical support during emergencies.
- Maintain inventory of supplies and equipment.

Position Requirements:

- Completion of secondary school would be an asset. Additional education or training in office administration is an asset.
- Minimum of 2 years of experience working in administration
- Proficient in the use of MS Office including Word, Excel and Outlook
- Driver's license G with clear driving abstract and available reliable vehicle
- Clear Criminal Record Check
- Proof of COVID 19 vaccination or valid medical exemption
- Ability to travel occasionally to meetings and conferences within the region
- A good understanding of the culture and the language is a definite asset
- Familiarity with the independent First Nations Alliance First Nations is also an asset,

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.



Why Join IFNA? If you're ready to contribute to the efficient operation of health services programs and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

Salary Range: \$55,000 - \$65,000

Schedule: Regular hours from Monday to Friday with weekends, overtime and on-call availability.

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #167**. We look forward to welcoming you to our team!

Deadline: Position will be open until filled.

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation