



**TEMAGAMI
FIRST NATION**

**BEAR ISLAND,
LAKE TEMAGAMI, ONTARIO P0H 1C0**
TEL 1.888.737.9884 | 705-237-8943
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SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	Summer Student Band Administrative Assistant
PRIMARY FUNCTION:	Be an important member of day-to-day services at the TFN Band Office by facilitating administrative duties. This student will aid in a variety of ways as it relates to administrative duties within the office.
REPORTING RELATIONSHIP:	This position reports to the Operations Manager.

MAIN DUTIES

- Receptionist duties as required including duties associated with answering telephones, faxing documents, and taking messages for absent coworkers.
- Filing confidential documents as directed
- Assisting Band Administration staff as requested
- Corresponding mail duties include collecting and depositing.
- Assist with meetings including logistics and organizing community events.
- Assist in the organization of the Administration office, supplies, equipment, and assets.
- Other duties as requested pertaining to the Band Office.

REQUIREMENTS

- Valid Class 'G' or 'G2' Ontario Driver's License is considered an asset.
- Valid First Aid and CPR Level C certification is considered an asset.
- Ability to navigate an office that may include confidential and sensitive information.
- Strong organizational skills.
- Friendly, courteous and a team player with the ability to work with people from diverse backgrounds and experiences.
- Able to meet the demands associated with working in a fast-paced office environment.
- Excellent interpersonal and communication skills (oral & written)
- Ability to participate in summer student training and programming when available.
- Experience with Microsoft Word, Excel, and other computer software
- Understanding of TFN administration policies, procedures, and operations.

ADMINISTRATION DEPARTMENT

705.237.8943 ext.101

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