



Sacajawea

Non-Profit Housing

Housing the Hearts of Our Nations

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Office Support Worker – Job Posting

Title: Office Support Worker, Anishinaabe Indigenous Organization, Hamilton ON

Reports To: Program Manager

Summary

The Office Support Worker will be required to perform an array of administrative duties including secretarial and receptionist duties in an indigenous organization while incorporating Indigenous culture as a way of being into the organization. Additional responsibilities include managing a manual ledger, taking minutes during meetings and scheduling appointments for all departmental managers. The Office Support Worker is also accountable for drafting, reviewing and editing time-sensitive correspondence sent by the management team. Other duties, relevant to the position, shall be assigned as required.

Job Duties

- Provide administrative support to all departmental members.
- Incorporate Indigenous Culture as a way of being and knowing in the organization.
- Perform basic bookkeeping functions such as updating the ledger manually and issuing rental receipts.
- Review and prepare all documents, reports, and other correspondence materials for the management team.
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Coordinate departmental office activities.
- Review, evaluate and distribute all incoming and outgoing mail.
- Take and transcribe dictation notes and meeting minutes.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation.
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Maintain and monitor office supply inventory levels and place orders as required.
- Other duties, relevant to the position, shall be assigned as required.

Requirements

- Secondary School Diploma required.
- Business Administration diploma or equivalent,

- 1-3 years' experience as an Office Support Worker, or relevant role, considered an asset preferably working within an Indigenous community.
- Proficient use of various office-based software including Microsoft Office 365.
- Demonstrated understanding of and has experience working in an indigenous cultural environment; preferably for an indigenous, non-profit organization.
- Demonstrates Indigenous cultural competency including awareness, knowledge and understanding of the impacts of colonialism and systemic issues.
- Recent Criminal Record Check.

Work Conditions

- Busy office setting.
- Manual dexterity is required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Sitting for long periods.
- Repetitive work.
- Overtime may be required.

Salary

\$44,850.00 plus benefits after three month probation period

Hours

Monday to Friday – 8:30am – 4:00pm

37.5 hours per week