Employment Opportunity

Bilingual Administrative Assistant

The Congress of Aboriginal Peoples (CAP) requires an Administrative Assistant with responsibilities covering a wide variety of clerical office duties in support of CAP’s administration. Other responsibilities will include coordinating, and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and scheduling appointments. The Administrative Assistant will also be responsible for administrating organization correspondence. Please see below for a more detailed outline of the roles and responsibilities.

Roles and Responsibilities

- Respond to telephone, e-mail, and in-person inquiries from clients, and business partners
- Refer all inquiries to the appropriate individuals, across the organization
- Type forms, letters, reports, and memos as necessary
- Receive and distribute all forms of paper correspondence
- Organize, maintain, and coordinate office records and files in their proper locations
- Where necessary, assist in the compilation of data for various reports
- Coordinate the logistical aspects of departmental programs, such as meetings, seminars, workshops, special projects, and events
- Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is provided
- Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions
- Provide information to staff and/or clients about special activities
- Schedule appointments for interviews
- Ensure all forms and reports are completed as needed
- Arrange travel bookings via approved providers, distribute tickets to staff, and post incurred expenses to the summary sheet
• Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence
• Ability to maintain a high level of confidentiality concerning files

Educational/Experience requirements

• College or University Diploma, or an acceptable combination of education and experience
• Two to five years of direct work experience in an administrative capacity
• Experience in a non-profit Indigenous Organization setting
• Strong knowledge of general office procedures involving procurement, travel arrangements, budget management,
• Superior typing
• Able to write simple correspondence, including memos, letters,
• Ability to apply understanding to carry out instructions in written, verbal, or diagram form
• Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items
• Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint
• Able to maintain filing systems and basic databases
• Excellent analytical and problem solving skills
• Meticulous record maintenance skills
• Superior telephone manners, and strong interpersonal skills
• Strong written and verbal skills to communicate with all levels of the organization, and its Executive Team

Working Conditions

• Reports to the Executive Assistant
• Work will be performed from the CAP National Office
• Manual dexterity required to use desktop computer
• Occasional weekend and evening work and travel may be required
• Continued staffing of this position is subject to annual priorities and confirmation of funding from the federal government

Qualified Individuals are invited to send their resume, along with a cover letter, to:

Jim Devoe
Chief Executive Officer
The Congress of Aboriginal Peoples

Job posting expires when position is filled. Please ensure to state your name, position you are applying for, and how you came to hear of this opportunity. Only those selected for an interview will be contacted.

Priority will be given to Indigenous candidates