First Nations FINANCIAL MANAGEMENT BOARD | CONSEIL DE GESTION FINANCIÈRE des Premières Nations

Job Description

ADMINISTRATIVE ASSISTANT

August 2021

FMB Overview

The First Nations Financial Management Board (the FMB) is Canada's only legislated body that develops and publishes First Nations Financial Management and Financial Performance Standards and upon request certifies First Nations compliance to those standards. The FMB is an Aboriginal institution that provides a suite of financial management tools and services to First Nations governments seeking to strengthen their fiscal stewardship and accountability regime and develop necessary capacity to meet their expanding fiscal and financial management requirements.

The FMB is one of the First Nation institutions created through the *First Nations Fiscal Management Act* (FMA). This federal legislation is designed primarily to provide participating First Nations with the tools and capacity needed to facilitate their participation in long-term pooled borrowing through the Capital Markets – on a similar basis as other governments in Canada – to support their social and economic development objectives.

Position Overview

This is a one-year temporary position to cover for an employee on leave.

Reporting to the Office Manager and ATIP Officer or the Senior Administrative Assistant, the Administrative Assistant is responsible for providing administrative assistance and general office services to the Corporate Services business line, ensuring alignment with the intentions of the FMB Board of Directors.

The Administrative Assistant is primarily an internally focused position, however as requested, this position may liaise and build relationships with various external stakeholders, partners, organizations, and individuals.

Accountabilities

Team Collaboration

- Oversees third party contractors and suppliers to ensure delivery of professional and applicable business line services;
- Provides strong, effective, and highly visible team collaboration, is motivated, and contributes fully to the realization of FMB's vision, mission, and objectives;
- Promotes and maintains a workplace culture that encourages ethical practices, individual integrity, and economic and social responsibility;
- Conducts role related internal training on policies, processes, procedures, and operational support services.

Administrative Assistance / Office Services

- Ensures compliance with FMB requirements related to the role;
- Anticipates role related administrative issues and assesses risks, identifying proactive solutions which will eliminate or mitigate such risks;
- Drafts, prepares or reviews specific FMB documents, prioritizing workflow, and level of importance;
- Handles phone calls and emails, answering inquiries, resolving concerns, and managing messages;
- Handles reception, mail, couriers, telephones, and general business line administrative support;
- Manages calendars and schedules appointments with Microsoft Outlook;

- Coordinates meetings, including room setup/tear down, catering requirements, prepares and distributes agendas, minutes, and packages;
- Coordinates travel requests including flights, hotel bookings and car rentals;
- Procures and monitors inventory of office supplies;
- Coordinates workshops, trade shows, special projects, and events;
- Collaborates with all business lines to ensure provision of consistent documents and processes;
- Ensures office facilities follow applicable safety standards, regulations, codes, and laws.

Facility / Property Management

- Assists with individual office assignments and moves including desks, phones, and other assets;
- Assists with security for office spaces including keys, codes, and parking;
- Ensures office facilities follow applicable safety standards, regulations, codes, and laws and communicates the organizations safety policies.

The Administrative Assistant performs other related duties as requested.

Qualifications

- Post-secondary education in business administration, office administration or equivalent;
- Minimum of three (3) years experience working in an administrative position, preferably within a professional advisory, accounting, or legal environment;
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook);
- Exceptional organizational skills and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail;
- Experience working with information and data management systems;
- Experience working with and/or contracting external vendors and consultants an asset;
- Experience working with Indigenous Governments, organizations, and communities an asset;
- Valid first aid certificate, or willingness to undertake first aid training
- Must have an understanding, awareness and appreciation of Indigenous culture and history;
- Willing to participate in ongoing education and training for the role;
- Willingness to participate in ongoing education and training for the role including Indigenous Cultural studies;
- Must be fluently bilingual in English and French (spoken and written).

Equivalent or relevant education and/or experience may be considered.

Competencies

Communication

- Conveys information, both verbally and written, with confidence, consistency, effectiveness, and clarity, using active listening techniques to effectively understand and increase understanding.

Knowledge/Technical

- Ability to demonstrate proficiency in technical and administrative knowledge to achieve a high level of performance;
- Keeps informed about current and future trends in relevant areas.

Adaptability/Flexibility

- Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation;
- Embraces change and demonstrates a willingness to learn new skills and processes.

Discretion and confidentiality

- Respects the confidentiality of information, spoken and written in confidence and refrains from sharing with others except on a need-to-know basses and with permission from the CEO;
- Demonstrates skills of discretion and judgement when carrying out duties.

Detailed and organized

- Responsive in a fast-paced environment; follows detailed procedures and ensures accuracy in documentation and data; concentrates on routine work details; organizes and maintains a system of records;
- Ability to manage multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

Working Conditions

- This position is based in Montreal, Quebec

What We Offer

- Salary and annual bonus eligibility;
- Flexible 37.5-hour work week
- Employer paid extended benefits;
- Matching group RRSP contributions;
- Annual vacation allowance and generous paid stat & non-stat days;
- Work-life balance;
- Professional development & career growth opportunities.

FMB is an equal opportunity employer that recognizes and celebrates the diversity of all First Nations and people across Canada. We are an inclusive organization that treats all employees equally. As a First Nations Organization, applicants of Indigenous descent are highly encouraged to apply.