

# Long Lake 58 First Nation Education Authority

is currently looking to fill the following position:

## Administrative Assistant to the Education Director

We are a First Nation located on Highway 11 near Longlac, Ontario. Our student population at Migizi Wazisin Elementary School is approximately 120 from Junior Kindergarten to Grade 8 and 65 students from Grades 9 to 12 at Migizi Miigwanan Secondary School. Our History, Cultural Programming, Outdoor Education, Literacy, Numeracy, Social Development and Technology are key focus areas of Migizi Schools' curriculum.

**Application Requirements:** Completion of a one- or two-year college or other program for administrative assistants or secretaries and/or previous clerical experience is required.

**Duties:**

not exclusive to:

The Admin Assistant will prepare correspondence, reports, record minutes, statements; do basic bookkeeping using excel spreadsheets for different projects and other material; operate office equipment, answer telephones, verify, record and process forms and documents such as contracts and requisitions, manage calendars; scan, sort and file documents; make travel arrangements and prepare expense reports, and perform general clerical duties according to established procedures. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance.

**Application must include:**

- A cover letter
- A resume including detailed work history and education information
- A current criminal reference check
- 3 professional references (one from current supervisor)

**Please send resumes to:**

Attention: Claire Onabigon, Education Director  
P. O. Box 360  
Longlac, ON  
PoT 2A0

Via email: [claireonabigon@58education.com](mailto:claireonabigon@58education.com)  
By Fax: 807 876 4715

**Closing Date: Open until filled**

For further information, please call 807 876 4914 or 807 876 4482

Please note, only those selected for an interview will be contacted.