

JOB DESCRIPTION



ORGANIZATION: NATIVE FRIENDSHIP CENTRE OF MONTREAL INC.

POSITION: ADMINISTRATIVE AGENT (FULL-TIME)

PROGRAM: "KAIE:RI:NIKAWARA:KE DAY CENTRE"

LENGTH: 1 year

ACCOUNTABILITY

The Administrative Agent is responsible for providing essential administrative support to ensure the smooth functioning of the Centre. This includes coordinating and managing communication with Indigenous community members and external partners, handling inquiries, scheduling appointments, and maintaining accurate records. The Administrative Agent will also provide administrative support to the administrative team, working closely with the NFCM personnel and external agencies to facilitate collaboration and ensure effective service delivery.

QUALIFICATIONS

- College diploma or equivalent;
- Bilingualism (French-English) spoken and written is necessary for the position; an Indigenous language is an asset;
- Ability to use a computer and various software programs, including Microsoft Word, Powerpoint, Excel, cloud-based programs such as Google Workspace;
- Organizational and time management skills;
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times;
- Ability to prioritize and manage conflicting demands;
- Ability to respond quickly in a dynamic and changing environment;
- Must be physically capable of manual labor;
- Experience and knowledge of working with the urban Indigenous community;
- Motivated and enthusiastic team spirit;
- Reliable, punctual, honest, professional;
- Flexible and adaptable;
- First Aid, CPR and ASIST certification an asset.

RESPONSIBILITIES:

- Act as a first point of contact and provide general information to employees, clients, and members of the public relating to questions, concerns, and referrals;
- Answer telephone and electronic inquiries and relay telephone calls and messages;
- Provide access to facilities such as phone, fax, internet, and computer;
- Organize and maintain inventory of office supplies;
- Prepare, review, and/or edit various forms of correspondence such as posters, letters, invoices, presentations, publications, and reports;
- Assist in coordinating the logistical aspects of our programs such as meetings, workshops, special projects, and events;
- Maintain a high level of confidentiality in all interactions;
- Organize, maintain, and coordinate office records and files, as required;
- Present a positive and professional image of the organization when interacting with employees, clients, visitors, and other external stakeholders;
- Actively participate in team debriefing sessions, staff meetings, etc.;
- Provide administrative support to the members of the Administrative Team.

WORKING ENVIRONMENT/ HOURS

The work schedule is full-time (37.5 hours per week), Monday through Friday, but may vary periodically based on organizational needs. Attendance at events, meetings, training, and workshops may be mandatory.

Salary and benefits

29.28\$ per hour (Group 1), as per the Collective Labour Agreement.

- Group insurance (Health coverage, disability and life assurance);
- Pension plan contribution;
- 18 wellness days, 6 cultural days and 10 days during our annual winter closure;
- Paid lunch.

Please send your resume to HR@nfcmm.org

Only those applicants selected for an interview will be contacted.