



EMPLOYMENT OPPORTUNITY
Administrative Assistant
Kopit Lodge

Position: Administrative Assistant

Position type: Full time

Location: 356 Big Cove Rd, Elsipogtog, NB

Salary range: Based on qualifications

Application deadline: November 4th, 2022

Summary:

Kopit Lodge is seeking an Administrative Assistant.

Background information: Kopit lodge is the voice for our community on consultation and related matters to do with land, waters, and other aspects of our traditional territory. For more information on who we are please see www.kopitlodge.org

Responsibilities

- Take and prepare minutes
- Provide detailed meeting notes
- Provide general administrative and clerical support including mailing, faxing, and copying to management
- Maintain electronic and hard copy filing system
- Manage calendar for workers
- Creating monthly newsletters
- Assist KL team as needed
- Prepare material for and attend meetings as required
- Prepare and plan monthly Board meetings

Required Education:

- Graduation from High School and/or University or College
- Proficient in MS Office suite, Email, Internet
- The ability to work on multiple projects simultaneously
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents
- Ability to manage multiple tasks and achieve deadlines under pressure

Experience:

- More than one year of experience



Required Knowledge/Skills:

- Adept in Technology
- Verbal & Written Communication
- Organization
- Time Management
- Strategic Planning
- Resourcefulness
- Detail-Oriented
- Understanding Mi'kmaq would be an asset
- Driver's license and access to a vehicle

To Apply:

Please email a resume to sara.perleyfrancis@kopitlodge.org by November 4, 2022 or drop one off at Kopit Lodge 356 Big Cove Road.

While we thank all applicants for their interest, only individuals selected for an interview will be contacted.