
**ADMINISTRATIVE ASSISTANT –
NATIONAL CIRCLE OF INDIGENOUS AGRICULTURE AND FOOD**

Employment Terms:	Permanent Full-Time
Job Location:	1 First Nations Way, Regina, SK S4S 7K2
Hours of Work:	Monday – Friday – 8 hours per day
Salary:	\$50,000 - \$65,000

****Tokata HR Solutions is hiring for our client, National Circle of Indigenous Agriculture and Food. You must apply for this opportunity online, through Tokata HR Solutions, to be considered.***

Position Overview:

Are you a highly organized professional who is committed to client service? Do you want to be a part of an organization that is making a meaningful impact by supporting Indigenous communities, entrepreneurs, and businesses to achieve their goals? If yes, then we would like to meet with you!

The National Circle of Indigenous Agriculture and Food (NCIAF) is looking for a talented Administrative Assistant to join their newly formed team. As the Administrative Assistant, you will be required to perform an array of administrative duties supporting all team members within the organization. This includes coordinating and communicating office activities, greeting visitors, answering, qualifying, and referring inbound inquiries, and scheduling appointments, travel, meetings, and events while supporting program requirements and the development of agriculture research, knowledge, and information for NCIAF.

Position Details:

You will be responsible for administering company correspondence for the team. Additional responsibilities include order and data entry for both operations and accounting as required, maintaining the company filing system, and the creation and management of documentation as required, taking minutes during meetings, and scheduling appointments. As a gatekeeper and resource to the organization, you will lighten the load of the team, anticipating needs, jumping in to help, and keeping the office organized and running smoothly.

You must be able to build relationships with staff, clients, and stakeholders and as the organization grows, may be responsible for managing administrative team members. The ability to adapt to changing priorities and situations is critical for success in this role.

The Administrative Assistant is a critical member of the team, ensuring that the administrative operations of the organization run smoothly and efficiently. They must be able to work

Independently, manage multiple tasks, and communicate effectively with other team members to achieve shared goals.

To succeed in this role, you will have:

- Had experience developing efficient and effective administrative operations.
- A strong ability to create and maintain a streamlined and efficient office operation.
- Strong administrative skills including a high level of attention to detail, expense administration, and providing timely and accurate work.
- Contributed to a positive workplace culture that promotes productivity, innovation, and job satisfaction among the team.

In return, we offer a supportive and inclusive work environment where you will have the opportunity to work on meaningful initiatives that will have a positive impact on Indigenous communities and the broader food system. We are committed to providing our clients with the support and guidance they need to succeed, and to building a strong and sustainable future for Indigenous agriculture and food. This position is located on-reserve at the First Nations University of Canada.

Other Position Requirements (if Required):

1. **Leadership Skills:** Must have strong interpersonal skills, be motivated to complete tasks, and be willing and able to support others.
2. **Communication Skills:** Excellent written and verbal communication skills are essential. Need to be able to communicate effectively with staff, clients, and stakeholders.
3. **Organizational Skills:** Must have strong organizational skills to manage multiple tasks, schedules, and deadlines. They must also be able to maintain accurate records and files.
4. **Time Management Skills:** Must be able to prioritize tasks and manage their time effectively to ensure that deadlines are met and projects are completed on time.
5. **Problem-Solving Skills:** Must be able to identify problems, analyze situations, and develop solutions to address issues as they arise.
6. **Technology Skills:** Must be proficient in the use of technology, including office software, email, and online communication tools.
7. **Interpersonal Skills:** Have strong interpersonal skills to build relationships with staff, clients, and stakeholders. They must be able to communicate effectively, work collaboratively, and manage conflict.
8. **Attention to Detail:** Have strong attention to detail to ensure that all work is accurate and errors are minimized.
9. **Adaptability:** Be adaptable and able to handle changing priorities, schedules, and situations as they arise.

Overall, the Administrative Assistant must be a highly skilled and experienced professional, with a deep commitment to promoting the growth and development of Indigenous agriculture and food businesses. They must be able to handle the day-to-day office operations and administrative support effectively and efficiently.

Please submit your application by: May 26, 2023

Thank you for your interest. We look forward to reviewing your application.

Only those selected for an interview will be contacted.

Preference will be given to self-declared Indigenous applicants.

We only accept applications through our online application process.