



Unama'ki Institute of Natural Resources

Employment Opportunity Administrative Assistant

Full time, permanent position

Unama'ki Institute of Natural Resources is Unama'ki's Mi'kmaq voice on natural resources and the environment. UINR works with Netukulimk with traditional and conventional ways of understanding on aquatic research and stewardship, species management, traditional Mi'kmaq knowledge, conserved and protected areas, water quality monitoring and environmental partnerships.

This Administrative Assistant assists the organization by performing clerical, secretarial and stenographic duties.

Key Responsibilities:

- Screen telephone and personal callers
- Provide information to assist callers or refer them to appropriate contacts
- Attend and take minutes for various meetings, including Board, staff, Elders and partnership meetings,
- Operate office equipment such as photocopiers, facsimile machines, computers
- File correspondence and other records
- Receive and process incoming and outgoing mail
- Prepare agendas and programs for meetings
- Book and confirm meeting spaces and hospitality for meetings
- Send out meeting notices to appropriate parties for meetings, events, workshops etc.
- Organize inventory and order office supplies
- Assist with registration for workshops or conferences when needed
- Other duties as pertaining to the role as required.

Qualifications:

- Completion of administrative professionals course or equivalent experience
- Able to work accurately and neatly
- Good language skills, both written and spoken
- Sound organizational and interpersonal skills
- Able to work under pressure and meet deadlines
- Able to work independently
- Aptitude for working with computers
- Professional and pleasant manner
- Able to act with tact and discretion
- Fluency in the Mi'kmaq language an asset

Salary Range: Starting at \$36,650

Deadline for application: January 10 4pm AST

To apply, send cover letter and resume with two references to:

Annie Johnson, Director of Administration
Email: annie@uinr.ca

uinr.ca