



EMPLOYMENT OPPORTUNITY

OFFICE ADMINISTRATOR

First Nations Finance Authority

No. 2024-OA-01
Internal/External

Who we are:

Located in the beautiful Okanagan Valley (in Westbank) of BC, FNFA is a First Nations-owned and operated national non-profit organization that has been supporting First Nation communities since 2005.

Our goal is to support Indigenous communities and organizations to realize their futures on their own terms. We do this by offering the best financing and investment rates and terms to support our members in building prosperity and success in their communities for current and future generations. Learn more: www.fnfa.ca

Our office encourages diversity and likes to have fun. We are a small team that works hard for our members but recognizes the importance of your time outside of office hours. Our organization is never boring - there are always new projects and initiatives to support our Indigenous communities across the country. Seeing our member Nations prosper and succeed on their own terms is our passion.

Job Summary:

The Office Administrator supports the staff by keeping our office organized, well-stocked and greeting visitors and callers with a professional, friendly demeanor. This position is based in Westbank, BC; travel may be required from time to time.

Primary Job Responsibilities:

- *Administrative support:* scheduling and organizing meetings, recording and distributing meeting minutes, receiving and sending mail, coordination of signing documents/contracts, document preparation and maintaining office records.
- *Communication:* professional reception of visitors and vendors in-person, on the telephone, and by email. Connects incoming communication to appropriate staff. Internal staff communication and coordination as needed.
- *Office operations:* oversee day-to-day functions including office supply management, equipment maintenance, office groceries. Coordination with vendors, suppliers, service providers, custodial & maintenance worker to ensure a clean and organized workspace as needed.
- *Event and meeting organization:* coordinate venues, catering, entertainment, registration, invitations, and working with event planners/committee (if applicable) and internal staff.
- *Travel:* Arranges travel itineraries, accommodation and transportation for staff as required.
- *Team support:* Collaborates with colleagues and provide support to other team members when needed. Foster a positive and productive work environment, promoting effective teamwork and communication.

Who Can Apply:

- 2+ years administrative experience.
- Excellent interpersonal, communication, and teamwork skills.
- Excellent planning and organizational skills.
- Ability to multi-task and set priorities to ensure timely completion of work within established deadlines.
- Basic computer skills including Microsoft Outlook, Word, Excel, etc.
- Demonstrated superior attention to detail and accuracy.
- Experience working with First Nations communities.
- General mathematical skills.

*Starting
Compensation:*

\$48,000 - \$58,000 (dependent on qualifications and experience)

Benefits:

- Work/life balance - our workdays are 8:00 am to 4:00 pm, weekdays
- Generous paid time off
- Retirement contributions of 6%
- 100% Employer paid extended health care
- Snacks and refreshments provided
- A beautiful newly renovated office space in Westbank, BC

Location:

The successful candidate will work at our head office in Westbank, BC.

Duration:

Full-time position

*Application
process:*

Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time. FNFA is committed to accommodating people with disabilities. If you require medical or disability-related accommodation to participate in the recruitment process, we will work with you to meet your needs.

*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.

*Application
Deadline:*

November 15, 2024