



**WAGE-SUBSIDY JOB TRAINING OPPORTUNITY**  
**Administrative & Finance Assistant Temporary Full Time – Ottawa**  
**Deadline for applications: May 13, 2022 (or until position is filled)**

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In partnership with Kagita Mikam’s Wage Subsidy Training Program, applicants must meet the following criteria:

- You are Indigenous (First Nations, Inuit or Métis).
- You are not working full time.

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

**JOB SUMMARY**

The Administrative & Finance Assistant (“AFA”) will be required to perform an array of administrative duties including secretarial and receptionist tasks (couriering documents, taking minutes during meetings and scheduling appointments for all departmental managers). Additional responsibilities include assisting the Finance Dept. with making bank deposits, tracking credit card expenses, matching receipts to credit cards requests or cheque requisitions. The AFA is also responsible for entering and updating statistical data. Other duties, relevant to the position, shall be assigned as required.

**REQUIREMENTS**

- Secondary School Diploma required
- Business Administration degree or diploma considered an asset
- 3-5 years' experience as an Administrative Assistant, or relevant role, considered an asset
- Proficient use of various office-based software including Microsoft 365
- Problem Solving
- Accountability
- Decision Making
- Planning and Organizing
- Communication
- Teamwork

## **RESPONSIBILITIES**

- Provide administrative support to all departmental members.
- Interact with financial institutions with respect to making deposits.
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Coordinate departmental office activities.
- Review, evaluate and distribute all incoming and outgoing mail.
- Take and transcribe dictation notes and meeting minutes.
- Maintain a high level of confidentiality in all interactions.
- Assist with reports and presentation preparation.
- Maintain a professional image and demeanor with all employees, management, directors and visitors at all times.
- Maintain and monitor office supply inventory levels and place orders as required.
- Ensure credit card forms and cheque requisition forms are completed appropriately.
- Track credit card spending, match receipts with credit card requests or cheque requisitions.
- Assist with digital filing of all administrative and finance documents.

## **WORK ENVIRONMENT**

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions are normal for an office environment.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.

If you are interested and meet the above criteria, please send your résumé and cover letter telling us why you think you'd be a great addition to the ONFC team to [amak@odawa.on.ca](mailto:amak@odawa.on.ca) by May 13, 2022.

**Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.**

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.