



## Bulk Fuel Administrator

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

We seek a highly motivated and skilled Bulk Fuel Administrator to join our team at OFNTSC. Under the guidance of the Bulk Fuel Handler, the Bulk Fuel Administrator will play a crucial role in providing support with scheduling and administrative tasks. This position requires exceptional interpersonal and communication skills, strong organizational skills, and a keen attention to detail, as well as the ability to handle various administrative tasks with professionalism and efficiency.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

### Responsibilities:

- Coordinate and schedule meetings and appointments, prepare agendas, take detailed meeting minutes, and distribute them promptly to attendees.
- Assist with the preparation and coordination of presentations, workshops, events, and training sessions.
- Assist with tracking project milestones, reporting, and follow-up on outstanding items and deliverables.
- Prepare and mail certificates to clients.
- Draft, proofread, and format written communications, including letters, reports, and procedures.
- Maintain and update departmental electronic filing systems to ensure records are accurate, organized, and compliant with retention policies.
- Perform administrative tasks such as filing, photocopying, and scanning.
- Assist in preparing technical correspondence, reports, and procedures that may include photos, charts, and graphs.
- Liaise with the company's travel agent to coordinate and book employee travel arrangements, including flights, accommodations, and transportation.
- Provide administrative support to the Bulk Fuel Handler, including preparing briefing materials, tracking project timelines, and maintaining confidential records.
- Assist departmental teams (Environment, Asset Management, Communications, and Human Resources) with data entry, report compilation, and coordination of cross-departmental initiatives.

### Qualifications:



- Completion of post-secondary education in Office Administration, Business Administration, is considered an asset.
- Proficiency in computer operations, including Microsoft Office Suite, Adobe, and Google Suite.
- Self-motivated with exceptional verbal and written communication abilities.
- Strong interpersonal skills with a friendly, professional demeanor and proactive approach.
- Excellent organizational and time management abilities, with the capacity to manage multiple priorities and meet deadlines.
- Ability to work independently with minimal supervision as well as collaboratively within a team environment.

## Conditions:

- Reliable and insured vehicle and valid Ontario class G driver's license.
- Travel outside of the local area may be necessary within the province of Ontario.

\* Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code.\*

Come join our growing  
organization!

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wiiji-nakiindwin myaajiiging

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Taskwatia'táhrhahs ne onkwentióhkwa  
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.



**APPLY HERE**

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName\_FirstName\_Bulk Fuel Administrator]**.

We thank all applicants, however, only those receiving an interview will be contacted.

