



ONTARIO FIRST NATIONS  
TECHNICAL SERVICES  
CORPORATION



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**Brantford Service Centre**  
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**Atikameksheng Anishnawbek**  
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ofntsc.org

# Administrative Assistant

**Location:** Brantford, Ontario

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 Administrative Assistant to join our team at OFNTSC. Under the guidance of the Human Resources Manager, the Administrative Assistant will play a crucial role in providing support to members of Senior Management in tasks such as research, minute taking, scheduling and administrative support. 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.
- Manage incoming telephone calls, directing clients to the appropriate person or department.
- Prepare and process outgoing mail and courier packages; receive, sort, and distribute incoming mail.
- 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.
- Provide administrative support for managers and directors, including coordination of travel documentation and related financial submissions.
- 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 Director of Engineering and Infrastructure Services, 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.
- Support project management activities by organizing documentation, updating tracking systems, and liaising with internal and external stakeholders to ensure effective communication and follow-up on action items.

## 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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Abi wiji'en ndo  
wiji-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\_Administrative Assistant]**.

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

