

# Office Coordinator

## Batchewana Health Centre

Batchewana First Nation

Range: \$22.85-\$25.50

### Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

### Position Summary

Reporting to the Director, Health Services, the Office Coordinator is responsible for providing administrative guidance and support to ensure efficient operations, process adherence and improvement and coordination of office functions between the Health Centre and external vendors and also with BFN Administration relating to purchasing, finance and human resources administration.

### Key Duties & Responsibilities

- Maintains inventory of office and clinical supplies/medicines and equipment by performing duties that include coordination with staff to understand needs, updating documents and coordinating orders to ensure necessary supplies are available and tracked.
- Provides onboarding and orientation support to incoming staff by coordinating actions that include setup of office space, security access, office equipment and supplies and following up on program completion in order to ease the transition for new people and promote staff effectiveness and retention.
- Ensures equipment is maintained and/or repaired including coordination of regular maintenance checks and coordination with outside vendors, in order to ensure that technology and equipment are reliable.
- Oversees administrative practices such as purchase order process and time card submissions by performing duties that include communicating with area Administrative Assistants, resolving inconsistencies, reinforcing timelines, recommending changes and improvements so that processes support operational needs.
- Prepares and submits reports such as secretarial/clerical services reports, and assists with preparation of plans such as the annual Health Services expenditure plan by performing duties such as gathering statistical information, tracking expenditures, and organizing information in order to meet internal and external requirements and support Health Centre leadership.
- Documents, resolves and/or escalates issues relating to process, administrative effectiveness, information technology issues and required changes in order to promote effective administrative function.
- Exemplifies the values of Batchewana First Nations by demonstrating qualities such as integrity, honesty, respect and cross-cultural understanding in order to be a role model within the community and promote BFN culture.
- Takes action to resolve issues that include providing technical and logistical support, coordinating assistance and providing input/insight for service requirement changes in order to support operations and administrative function

### QUALIFICATIONS & EXPERIENCE:

- Diploma in Business, Accounting, Office Administration or related field of study
- 3-5 years of related experience, preferably in a First Nation, Indigenous or not for profit environment

### KNOWLEDGE, SKILLS & ABILITIES:

- Exceptional interpersonal, relationship, communication, and leadership skills;
- Ability to work independently or collaboratively;
- Ability to meet deadlines;
- Positive attitude and aptitude for team work
- Problem-solving, conflict resolution, advisory skills
- Ability to demonstrate integrity, empathy, trust, respect, and understanding
- Ability to effectively plan, organize, multi-task and implement processes and systems
- Understanding of budget process and financial reporting
- Ability to uphold confidentiality;
- Effective verbal, written and presentation communication skills;
- High level of competency in computer software including Microsoft Office;
- Familiar with First Nation traditions and history

### CONDITIONS OF EMPLOYMENT

- Security Clearance/Criminal Reference Check upon hire
- Travel may be required.

### Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

### How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

**How to Apply & Deadline:** Please forward your cover letter and resume to email:

[humanresources@batchewana.ca](mailto:humanresources@batchewana.ca) **Subject Line: Office Coordinator**

**ALL APPLICATIONS MUST BE RECEIVED BY November 8, 2024 AT 12:00 PM (Noon).**

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*