



# *Wequedong Lodge of Thunder Bay*

## *Executive Secretary*

### *Permanent Position*

Wequedong Lodge is accepting applications for the position of **Executive Secretary**.

The Executive Secretary is responsible for organizing and maintaining general office procedures, performing secretarial duties and providing administrative support.

#### **Qualifications:**

- Must have a College Diploma in Secretarial or Business or a minimum of two years' experience, preferably in a human services organization;
- A minimum of two years' experience in computerized word processing skills (ie. Microsoft Office, Word & Excel), and knowledge of paper and computerized filing systems is required;
- Ability to work productively with little or no supervision and meet deadlines;
- Must possess excellent organizational, planning and coordination skills;
- Ability to be flexible, a self-starter, and possess excellent problem solving skills;
- Ability to work as a member of a team;
- Experience in preparing minutes at an executive level;
- Ability to type 40 words per minutes, with accuracy;
- Ability to speak in Ojibway or Oji-Cree is considered an Asset.

**Salary:** Commensurate with education and experience.

**Closing Date:** Friday, April 28 @ 4:00 p.m.

Please either forward resume to:

**Wequedong Lodge of Thunder Bay  
Executive Secretary Position  
656 City Road, Box 17  
Fort William First Nation, ON  
P7J 1K3  
Fax # (807) 626-9365**

Or to email: [bledger@weqlodge.org](mailto:bledger@weqlodge.org)

We thank all applicants for applying; however, only those selected for an interview will be contacted.

Wequedong Lodge of Thunder Bay

**Executive Secretary**

Position Description

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1. **Position Summary:**

The Executive Secretary is responsible for the secretarial and clerical duties at Wequedong Lodge's administration office. In addition, the Executive Secretary must perform executive level duties and must have sufficient organizational, planning, and coordination skills. The Executive Secretary reports to the Executive Director.

2. **Qualifications:**

The Executive Secretary must have attained either a diploma and / or certificate in the Secretarial and Business field at the Community College level.

The Executive Secretary must have a minimum of one year experience in an office setting as well as supervisory experience.

The Executive Secretary must be able to work independently, to work under stress, and to be able to meet deadlines with minimal supervision.

The Executive Secretary must be familiar with the office filing system and with the variety of machines and equipment used.

The Executive Secretary must have excellent communication skills and a sound knowledge of grammar, spelling, and composition.

The Executive Secretary must be able to type 40 words per minute and be able to prepare meeting minutes.

Fluency in a native language (Ojibway, Oji-Cree) will be considered an asset.

3. **Duties and Responsibilities:**

The Executive Secretary is responsible for the maintenance of the filing system in place at the administration office and to monitor and recommend changes to the lodges on-site filing system on an as required basis.

The Executive Secretary will provide word-processing for all correspondence, including preparation of minutes of Board meetings as well as reports, workplans, charts / graphs and other documents.

The Executive Secretary is responsible for the preparation of Board meetings by booking travel arrangements and accommodations for the Board of Directors and confirming site of meeting, if necessary.

The Executive Secretary will place, receive and screen phone calls for the Executive Director.

The Executive Secretary will assist the Executive Director in the preparation of the daily, weekly and monthly itinerary by scheduling and co-ordinating appointments and meetings.

The Executive Secretary will maintain the corporate records book, which contains Board meeting minutes, letters patent, Ontario Corporation Notice, by-laws, special resolutions, director membership, and other pertinent information.

The Executive Secretary will assist in the preparation of the agenda for the Annual General Meeting, as well as compiling previous AGM minutes, annual report, financial statements, and other pertinent information.

The Executive Secretary is responsible for recording and maintaining a file of all administration / management meetings.

The Executive Secretary is responsible for the maintenance of the policy and procedure manual, which contains the lodge's personnel, finance and services policies and procedures as well as the job descriptions and forms.

The Executive Secretary will maintain a record of staff vacation days, sick days, and accumulated time and to be the primary contact between staff and management for the above-mentioned matters.

The Executive Secretary will update the Seniority List on a monthly basis.

The Executive Secretary will perform other duties prescribed by the Executive Director.