



**EXTENDED JOB POSTING
ADMINISTRATIVE ASSISTANT
For REGIONAL EDUCATION AGREEMENT (REA)
TEMPORARY FULL-TIME
(Located in Happy Valley – Goose Bay)**

The Administrative Assistant will work under the direction of the Coordinator of the Regional Education Agreement. The Administrative Assistant will be mainly responsible to provide administrative support such as filing, word processing, for the Regional Education Agreement Coordinator.

Key Responsibilities & Duties:

- Assisting with the day-to-day efficient operation for the Regional Education Agreement Coordinator.
- Prepares, coordinates travel and accommodation for REA coordinator and/or affiliates. To include flights, rental cars and/or meeting room rentals when appropriate.
- Answering phones, recording and distribution of messages.
- Sending, receiving, photocopying, collating, recording and distribution of correspondence for Directors.
- Creating spreadsheets and data entry for recording expenses for the coordinator.
- Planning events, scheduling appointments and preparing presentation material.
- Coordinates arrangements within the local office for meetings, conferences, appointments, or other activities related to the REA which may include recording and taking minutes.
- Storing, organizing and managing files for the REA coordinator.
- Typing, editing, and proofreading documents.
- Other duties as assigned.

Qualifications:

- Grade 12 or equivalent;
- Ability to speak in both Innu-Aimun and English is an asset;
- Efficient knowledge of Microsoft Office.
- Excellent organizational and time management skills.

Salary: Follow MT-IE Salary Scale

Competition Number: MTIE-008-2023

EXTENDED Closing date: September 22, 2023

Please send resume, references and quote competition number to:

Kanani Davis, Regional Education Coordinator
MAMU TSHISHKUTAMASHUTAU INNU EDUCATION
PO BOX 1539, SHESHATSHIU, NL A0P 1T0
Phone: 709 899-0957
Email: kdavis@innueducation.ca

*All applicants will be asked to submit a Provincial Court Check, along with Code of Conduct with Vulnerable Sector Check.