



**KEBAOWEK FIRST NATION**  
POLICE DEPARTMENT

819-627-3455  
kebaowek.ca  
110 rue Ogima

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**JOB OPPORTUNITY - Full Time Permanent**

**Administrative Assistant**

**Deadline to Apply:** Friday, February 21st, 2025 by 4:30 p.m.

**Start Date** As soon as possible

**Salary:** According to KFN Salary Scale

**Hours:** 40 hours a week

**Description**

Under the direction of the Police Director, and in accordance with the policies, orientations and priorities adopted by Kebaowek First Nation Council, the Administrative Assistant is responsible to provide various administrative and clerical tasks and provides office support to all staff within the team.

**Responsibilities**

- Greets all visitors, enquires about the nature of their business, and directs them to the appropriate person.
- Dispatch the emergency calls to Officers during the day.
- Answers and screens all incoming calls, and relays calls and messages to the appropriate person.
- Schedules and confirms appointments and meetings,
- Coordinates and confirms travel arrangements including schedule and accommodations for staff.
- Keeps reception area organized and presentable to visitors.
- Upholds regular supervision with the Police Director.
- Keeps track of the presence and absence of staff, and their location when they are out of the office.
- Keeps an inventory of all office supplies and purchases equipment and supplies when necessary.
- Receives, records, and distributes all incoming mail, faxes, and other material to the appropriate personnel, and arranges courier services.
- Prepares correspondence, invoices, and office-related material.
- Scans documents and transfers by electronic mail to appropriate personnel, when necessary.
- Ensures computerized filing system is maintained, when deemed necessary to access.
- Archives criminal files and distribute to Crown Attorney.
- Enter all data into the CRPQ when required.

## Requirements

- Post-secondary diploma in Office Administration and a minimum of one year of experience in office administration; or a minimum of one (1) years of recent and relevant work experience in a office setting;
- Ability to communicate orally and in writing in both English and French;
- Strong knowledge of Microsoft Office, Windows and Excel programs;
- Excellent organization skills and with a strong attention to detail;
- Maintain high level of confidentiality;
- Knowledge and understanding of the Algonquin and First Nations First Line Services issues, concerns, needs and priorities.



**APPLY NOW**

**Please email your CV and Cover Letter  
mlevesque@kebaowek.ca**

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The Kebaowek Police reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for interview.