

# UCCM Anishnaabe Police is hiring

Help make our communities a safer, better place.

**Position:** Executive Assistant

**Term:** Permanent Full-time

**Salary/Pay:** \$67,917 – \$79,454 – \$92,950 (Pending Experience)

The Executive Assistant is a high-level Administrative Professional position that will provide ongoing support to the UCCM Police Services Commission as well as the Director of Corporate Services and will provide day to day administrative support to the Chief of Police.

**Your duties will include (but are not limited to):**

- Arrange and co-ordinate all meetings and events for the UCCM Police Services Commission and the Chief of Police;
- Attend meetings as directed for the purposes of recording minutes, and file and distribute minutes as required;
- Maintain up to date electronic and hard copy filing systems;
- Assist in the drafting of Police Commission Governance policies and coordinates periodic reviews;
- Support the Director of Corporate Services in planning, completing, and monitoring all functions and activities associated with the Commission in fulfilling the Commission's responsibilities;
- Provide support for grant applications and reporting as well as special projects;
- Ensure appropriate travel arrangements, expenses, and reconciliations are completed;
- Manages the flow in and out of the Chief of Police's office, prioritizes tasks and appointments for the Chief of Police; and
- Assists with the preparation and finalizing reports, letters, forms, media releases, and presentations for the Director of Corporate Services and the Chief of Police.

**Your education and experience:**

- Applicants must have a minimum of an Ontario Secondary School Diploma, or equivalent, with strong office administration skills, and an ability to learn quickly in a fast paced and changing environment;
- Post-secondary diploma or degree in office or business administration preferred; and
- Applicants must have a minimum of three (3) years' work-related experience in office administration.

**Your skills include (but are not limited to):**

- Ability to handle sensitive matters and maintain a high degree of confidentiality;
- Strong organizational skills, with an ability to handle multiple projects, meet multiple deadlines, and problem solve;
- Ability to learn very quickly and work in a fast paced and changing environment;
- Superior written and verbal communication skills;
- Possess a strong work ethic and the ability to work well independently and as a team, with the ability to anticipate the needs of others;
- High proficiency in Microsoft Office software applications and general computer skills; and
- Knowledge of Sharepoint and OnBoard an asset.

**We require:**

- A thorough background check before we make an offer of employment
- A valid Class G driver's license
- Standard First Aid/CPR

We encourage individuals of Anishnaabe ancestry to apply and self-identify.

**What we offer**

We offer competitive pay and 100% employer covered benefits, matched pension contributions, Health Spending Account, Wellness Account, along with a welcoming, close-knit work environment, and opportunities to learn about Anishnaabe culture and history.

**How to apply**

Send your cover letter, resume and three (3) work-related references to:

Email: [recruitment@uccmpolice.com](mailto:recruitment@uccmpolice.com) with the subject line "Employment Opportunity: Executive Assistant"

Mail: Confidential: Human Resources

UCCM Anishnaabe Police Service, 5926 Hwy 540, Box 332, M'Chigeeng, ON POP 1G0

**Deadline: Friday, July 12, 2024, 4:00 pm EST**

Only those applicants selected for an interview will be contacted.

**Questions?**

Please contact Lyndin Belleau, Human Resources Administrator at [recruitment@uccmpolice.com](mailto:recruitment@uccmpolice.com).



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