



**OFFICE ADMINISTRATOR  
INTERNAL/EXTERNAL POSTING  
GARDEN RIVER, ON  
Posted: February 3, 2025  
Closing: February 14, 2025  
Salary: \$63,547.64 - \$72,108.46**

The Anishinabek Police Service requires one (1) full-time Office Administrator based at our Headquarters in Garden River First Nation. This position will work Monday to Friday, 36.25 hours/week.

**Summary of Function:**

The Office Administrator primary function is to provide secretarial, receptionist and administrative support to the Headquarters and detachment personnel as assigned.

**Qualifications:**

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<b>Cultural Specific Knowledge of Service Area Population</b>	<ul style="list-style-type: none"> <li>Knowledge of philosophy appropriate for local Ojibway customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of Anishinabek persons.</li> </ul>
<b>Entry Qualifications including Technical Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Proficiency in MS Office applications, financial and accounting software including Microsoft Great Plains</li> <li>Ability to learn very quickly in a fast-paced environment; problem solve and exercise good judgment</li> <li>Valid Class G Driver's License</li> <li>Must be bondable</li> <li>Must pass Anishinabek Police Service background check and provide satisfactory Criminal Record Check when requested</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>Office Administration certification or minimum five years' experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of effective use, maintenance of MS Word, Excel, and Microsoft Great Plains</li> <li>Knowledge of ordering, control and inventory practices</li> </ul>
<b>Vision and Mission</b>	<ul style="list-style-type: none"> <li>Demonstrates knowledge of organizational purpose – why the police service exists;</li> <li>Demonstrates ability to identify how the position of the Office Administrator position relates to the police service vision, mission and organizational goals</li> </ul>
<b>Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>Must be able to demonstrate knowledge of the police service's vision and mission;</li> <li>Provide effective, efficient and culturally sensitive police services;</li> <li>Participation in personal and professional development learning opportunities for effective stress management and personal wellness</li> </ul>
<b>Personal Growth</b>	<ul style="list-style-type: none"> <li>Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.</li> </ul>
<b>Added Skills</b>	<ul style="list-style-type: none"> <li>Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines</li> </ul>

**Interested applicants may submit a hiring package which includes the following:**

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- APS Application form & Consent form

**Closing date for applications is Friday, February 14, 2025 at 4:30 p.m. EST. Please quote HQ-05-25 on your application and the subject line of your message. All completed packages MUST be sent to [recruitment@apscops.org](mailto:recruitment@apscops.org) Please visit the civilian careers page of [www.apscops.org](http://www.apscops.org) for the detailed job description, application form and consent form.**

Anishinabek Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact [recruitment@apscops.org](mailto:recruitment@apscops.org) for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years may be considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

**\*\* We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. \*\***