

General Office Manager

Location: Shingwauk KinooMaage Gamig (SKG) – Campus

Employment Type: Full-Time, Permanent (35 hours/week)

Reports To: Associate Vice President

Rate: \$25.00 - \$31.87

Position Summary

The General Office Manager oversees the day-to-day administrative and front-office operations of Shingwauk KinooMaage Gamig (SKG), ensuring a professional, welcoming, organized, and culturally safe environment. Working in alignment with Anishinaabe aadziwin and SKG’s commitment to mino-bimaadiziwin, the General Office Manager provides administrative coordination, reception oversight, executive support, scheduling, travel coordination, records management, purchasing, and general office support. The position also supports meetings and events, maintains effective office systems and procedures, and manages confidential information with discretion, professionalism, and sound judgment.

Key Responsibilities

- Oversee the day-to-day operations of the main office, ensuring efficient, organized, professional, and welcoming administrative services.
- Manage office procedures, records, schedules, directories, supplies, purchasing, equipment, and general administrative systems.
- Provide reception and front-office support, including greeting and assisting students, employees, Elders, Knowledge Keepers, community members, visitors, and partners.
- Provide confidential administrative and coordination support to the President, executive leadership, and senior administrators, including meeting preparation, correspondence, documentation, and follow-up.
- Coordinate calendars, meetings, room bookings, travel arrangements, accommodations, itineraries, and related logistics for approved institutional activities.
- Support the planning and coordination of institutional meetings, events, ceremonies, gatherings, and special activities, including logistical and administrative requirements.
- Maintain accurate and secure electronic and physical records, correspondence, contact information, and administrative documentation in accordance with institutional policies and privacy requirements.
- Coordinate office purchasing, supplies, vendors, invoices, and routine administrative expenditures in collaboration with Finance and within delegated authority.
- Performs all other related duties as required.

Qualifications & Requirements

- College diploma in Business Administration, or a related field; equivalent education and experience will be considered.
- Minimum five (5) years of relevant office administration or office management experience.
- Strong organizational, communication, time-management, and problem-solving skills.
- Proficiency with Microsoft Office and other administrative technologies.
- Ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision.
- Experience in post-secondary, Indigenous, or community-based organizations is an asset.
- Knowledge of Anishinaabe culture, Indigenous communities, and cultural protocols is an asset.
- A valid driver’s Class G license
- Must undergo criminal record check/vulnerable sectors check prior to employment (At Applicants Expense)

Shingwauk KinooMaage Gamig offers a culturally grounded, Indigenous – governed post – secondary environment rooted in Anishinaabe values and relational accountability, a celebrative and community centered workplace where your voice and creativity help shape institutional growth, along with professional development opportunities within a growing Indigenous institute.

How to Apply

Interested applicants can submit a cover letter, resume and three (3) references by: **September 17th, 2026 @ 4:30pm.** Please Include **“General Office Manager”** when submitting;
Email: careers@shingwauku.org

Human Resources | Shingwauk KinooMaage Gamig
1491 Queen Street E, Sault Ste. Marie, ON. P6A 2G5

For a full copy of Job Description please email: careers@shingwauku.org

Preference will be given to Indigenous Applicants. We thank all applicants for their interest; however, only those selected for interview will be contacted.