



**EMPLOYMENT OPPORTUNITY**  
Nimke Nupigawagan Healing Centre  
**Position: Office Assistant**  
**Monday to Friday**

**Position:** Office Assistant, Full Time, Permanent    **Hours of work:** Monday-Friday (40 hours)    **Rate of Pay:** \$19.00/per hour

**Summary:**

Nimke Nupigawagan Healing Centre is seeking a highly organized and efficient Office Assistant with at least 2 years experience in an office environment. The ideal candidate will be responsible for performing a variety of administrative and clerical tasks to ensure smooth operations in the office. If you are someone who thrives in a fast-paced environment and enjoys multitasking, this role is for you.

**Essential Duties and Responsibilities:**

- Assist in preparation of regular reports, documents, and presentations
- Order office supplies and ensure the office is stocked and organized
- Support team members with travel arrangements, expense reporting, and calendar management
- Perform data entry tasks and update databases
- Handle incoming and outgoing mail
- Assist in proofreading documents
- Answer and direct phone calls and emails to appropriate staff
- Greet visitors and direct them to appropriate departments
- Maintain filing systems both electronically and digitally
- Assist with general office tasks and provide support to various departments as needed

**Qualifications/Skills/Requirements:**

- High School Diploma or equivalent (Diploma in Office Administration/Business is a plus)
- Proven experience as an office assistant or in another relevant administrative role
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize tasks in a fast-paced environment
- Professional demeanor and customer service oriented
- Basic knowledge of office equipment (e.g., printers, copiers, scanners)
- Ability to work independently and as part of a team
- Indigenous candidate preferred
- Must provide a CPIC/VS prior to starting employment and a medical fit for duty will be required

**Benefits:**

- OMERs Pension
- 100% Benefit coverage
- Ability to commute/relocate or plan to relocate before starting work (required) to the Chippewas of the Thames First Nation. An allowance may be provided for relocation.

***OTHER CONSIDERATIONS***

Nimkee Nupigawagan Healing Centre focuses on Indigenous traditional healing modalities. Employees are expected to be involved in traditional ceremonial and cultural activities to support our participants healing. Employees must be able to participate in ceremonies including smudging, sweat lodge, healing circles, and other ceremonies as a condition of employment.

***ACCESSIBILITY AND ACCOMMODATION***

If you require a specific accommodation because of a disability or a medical need, please reach out to the HR and Operations Manager for arrangements.

Please send resume, cover letter, and copies of credentials and any letters of recommendation to

Thomas Lantz, Human Resources and Operations Manager  
Nimkee Nupigawagan Healing Centre  
Box 381  
Muncey, ON N0L 1Y0  
519-264-2277, ext. 227 [operations@nimkee.org](mailto:operations@nimkee.org)