

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Administrative Assistant



Program/Dept: Native Child Welfare
Reports To: Family Services Supervisor
Type of Employment: Full-time permanent
Wage: \$20.35 - \$25.30 per hour
Hours of Work: 37.5 hours per week

Closing Date: Friday, December 13, 2024 4:00pm EST

The daily responsibilities of the Administrative Assistant encompass office administration tasks such as bookkeeping, data entry, confidential case note filing, assisting with payroll. Additionally, they offer administrative support to the building staff, manage reception duties involving interactions with the public, clients, and service deliveries. This involves tasks like greeting visitors, relaying messages, and maintaining a welcoming environment, all while upholding strict confidentiality standards.

Qualifications

- Three (3) years' experience in an office environment performing administrative support, reception and clerical duties
- Experience with general bookkeeping and/or accounting
- Excellent written and verbal communication skills
- Skilled with various computer programs and applications
- Knowledge of child welfare procedures
- Ability to take accurate meeting minute
- Valid Ontario Driver's Class G Licence
- CPR First Aid would be considered an asset
- Recent acceptable Criminal Record

How to Apply

Submit cover letter – must address the qualifications outlined with resume.

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website <https://www.nawash.ca/employment-opportunities/> or by call the Band Office at 519.534.1689

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- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and CNUFN Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to CNUFN Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**