



Employment Opportunity

Beautification Program - Office Support Clerk

Contract Position – May 13th, 2019 to February 7th, 2020

Nipissing First Nation requires an Office Support Clerk to provide clerical functions for our community Beautification Program. Duration of the contract will be 38 weeks.

QUALIFICATIONS:

- Must be a Registered Nipissing First Nation Member
- Must have working knowledge of Microsoft Office applications

DUTIES:

- Reports directly to the Facilities Department Manager
- Creates and manages paper-based and electronic copy file systems
- Provides clerical and administrative support i.e. correspondence, reports, filing, answering telephones, submitting timesheets, invoices, monthly reports and purchases orders
- Responsible for compiling information, data, and recommendations for final reports related to the Beautification and Senior Lawn Care programs
- Demonstrates willingness to take on new tasks
- Other duties as required

Preference will be given to those who have not participated in this employment program.

Please submit your cover letter, resume and three (3) current references no later than 4:30pm on Friday, April 26th, 2019 to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however, only those who qualify for an interview will be contacted