



Cultural & Heritage - Clerk

Permanent Full Time with Benefits

Under the direction and supervision of the Cultural & Heritage Manager, the Clerk will be responsible for providing office support services to ensure the efficiency and effectiveness of the department. This position requires the individual to support a variety of clerical and administrative duties and functions.

QUALIFICATIONS

- Must be a registered Nipissing First Nation member
- Must have Secondary School diploma or equivalency
- Post-secondary education in Office Administration considered an asset
- Must have one year experience working in an office environment
- Must be able to demonstrate proficiency with all applicable of Microsoft Office software
- Must have a valid driver's license and access to a reliable vehicle

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of Nipissing cultural, values and protocols.
- Knowledge of Anishinaabemwin considered an asset.
- Must have strong written, communication and organizational skills.
- Must be able to work well with minimal supervision, demonstrate initiative, work effectively in a team environment and demonstrate professional and courteous conduct.
- Must be reliable, punctual and dependable.

DUTIES INCLUDE

- Provides general secretarial and clerical services, including: photocopying, typing, transcribing and scanning.
- Responds to telephone and in-person inquiries.
- Ensure office supplies are maintained and replenished.
- Prepares information for monthly newsletter, website and social media pages.
- Coordinates meetings, and prepares all materials as required.
- Assists in ordering and arranging deliveries and supplies.
- Provides clerical support for advertised events.
- Maintains department records, files and resources, program statistics and evaluations.
- Manages public inquiries of event locations within Nipissing First Nation.
- Performs other duties as required.

The successful candidate will require a current CPIC. Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, April 12th, 2019** at 4:30 p.m. 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.