

Office Assistant

Employer:	Nogdawindamin	Closing Date:	April 30, 2024
Posted:	1 months ago	Location:	Serpent River First Nation
ES Job ID:	4674	Duration:	Full Time
Sector(s):	Other		
Salary:	50843		

Job Description:

NOGDAWINDAMIN Family and Community Services, a designated Indigenous Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

FULL-TIME PERMANENT

OFFICE ASSISTANT

LOCATION: SERPENT RIVER FIRST NATION

NEW SALARY - Salary Range: \$50,843.00 - \$62,146.00

The Office Assistant provides reception and clerical support for the Agency. The Office Assistant is responsible for processing purchase orders and accommodation requests with a high level of accuracy. The Office Assistant will record and distribute incoming and outgoing mail, packages and faxes, greet customers in person or on the telephone, and direct them to the appropriate personnel, provide clerical support to other staff and maintain office supplies.

Required Skills:

- Diploma in Office Administration, Administrative Assistant or related field
- Two (2) years' experience in an administration position or office setting
- Equivalent combination of education and experience may be considered

Requirements:

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

How to Apply:

Please submit a job-related resume and cover letter along with three work related references by:

Tuesday, April 30, 2024 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

210B Gran Street, Batchewana First Nation, ON P6A 0C4

Email: hr@nog.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We thank all applicants for their interest; however only those selected for an interview will be contacted.



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WE'LL HELP YOU FIND IT.**

A full job description is located on our website at www.nog.ca

Nogdawindamin Family and Community Services has been in operation for over 30 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process.

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A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

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