

Office Assistant

Employer: Nogdawindamin

Posted: 5 weeks ago

ES Job ID: 4676

Sector(s): Office & Administration

Salary: 50843

Closing Date: May 01, 2024

Location: Sudbury

Duration: Full Time , Temporary

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 CONTRACT TO MARCH 31, 2025

OFFICE ASSISTANT

LOCATION: SUDBURY

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

Job Summary

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:

Wednesday, May 01, 2024 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

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

hr@nog.ca

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



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**YOUR JOB IS OUT THERE.
WE'LL HELP YOU FIND IT.**

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

**JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, OMERS PENSION AND
A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

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