



Employment Opportunity

The Southern First Nations Secretariat is now accepting applications for the position of:

ADMINISTRATIVE ASSISTANT

(SUMMER STUDENT)

**** Eligible participants are aged 15 to 30 inclusively ****

POSITION REPORTS TO: Executive Assistant

WAGE/HOURS: \$15/hour
15 hours per week (flexible hours available)

POSITION SUMMARY: Under direct supervision of the Executive Assistant, the Administrative Assistant will be responsible for assisting with daily administrative duties of the Administration department.

DUTIES & RESPONSIBILITIES:

- Provide clerical support to SFNS staff by typing, e-filing, and emailing.
- Manage inventory and supplies, process orders from all departments.
- Shipping and receiving (ensuring environmentally friendly options are utilized wherever possible).
- Manage electronic waste.
- Assist with other related duties/projects as required.

QUALIFICATIONS:

- Previous work experience within a First Nation community/organization, an asset.
- Previous administrative work experience, an asset.
- Familiarity with multi-line telephone system, fax machine, photocopier and other general office equipment.
- Computer skills (i.e. Microsoft Office - Word, Excel, Outlook).
- Must have the ability to work remotely, independently or in a team environment.
- Excellent oral, organizational and written communication skills.
- **Applicants must be between the ages of 15-30 years of age, a full-time student and returning to school in the fall of 2021.**



Closing Date: Friday, May 14, 2021 @ 4:00 p.m.
Interviews (via Zoom) are tentatively scheduled for Wednesday, May 19, 2021

Length of Position: 13 Weeks
(May 31, 2021 – August 27, 2021)
Possibility of extension, based on funding available.

** Due to COVID-19 this will be a remote (work from home) position.

Please submit via email a cover letter, resume, and three current written employment and/or character references to:

Lori Fisher, Executive Assistant
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Email: exec.assistant@sfns.on.ca

**Please clearly mark your subject line:
"Confidential – Administrative Assistant (Summer Student)"**

Please ensure to include your contact information including phone number and email address in your cover letter/resume.

Applicants may apply for more than one posted position.

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