



Employment Opportunity

Position: Admin Support (**Summer Student**) (1 Positions)
Term: 4 Weeks, Monday-Friday (9am-4pm)
Responsible to: **ADMINISTRATIVE COORDINATOR**

Government Office
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0

☎ (807) 927-2000
☎ (807) 927-2071
✉ info@wabaseemoongnations.ca

POSITION SUMMARY

The Admin Support position consists of providing administrative and clerical services to ensure effective and efficient operations within Niigonigabow Secretariat.

RESPONSIBILITIES

- Provide administrative support to Niigonigabow Staff
- Assume front desk reception duties as needed
- Maintain a professional work ethic
- General upkeep and organization of office and building supplies
- Assist in community events organized by Niigonigabow Secretariat
- Other duties as assigned;

QUALIFICATIONS

- Must be returning to school in the fall
- Must be Ages 16 and over
- Ability to work independently and/or in a team environment
- Knowledge of general office procedures, and practices, maintains confidentiality and office equipment operations.

CLOSING DATE: July 22, 2022 @ 4:00pm.

Please send your resume to adele.mcdonald@wabaseemoong.ca

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.