

JOB DESCRIPTION
SHIBOGAMA FIRST NATIONS COUNCIL
ADMIN/OPERATIONS SUPPORT WORKER

Under the direct supervision of the Executive Director and Finance Controller, the Admin/Operations Support Worker will perform the following duties:

1. provide various clerical support, i.e. incidental typing of routine and simple material (e.g. cards, labels, folders, envelopes, memoranda, short letters, mailing, routine correspondence) as well as maintain/update/reorganize filing systems);
2. provide business operations support, for instance: deliver and pick-up various materials, operate various office equipment (e.g. photocopier, typewriter, postage machine, telephone switchboard, laminator and computer), .
3. provide reception and other relief duties as required: answer telephone giving routine information and screen calls as needed, as well as open, sort, and route mail;
4. May use computer workstation to enter or retrieve information.
5. Performs other duties as assigned.

The student will be utilized by all departments: Administration/Finance, Health, Technical and Education S/he will be exposed to a busy office environment, will learn to multi-task, and to prioritize assignments. S/he will be asked to perform routine clerical, operational duties that will allow the summer student to acquire skills within the many facets of the administration and business operations of an organization. While working in the departments, the student will be applying a variety of job skills that will assist him or her in any chosen field.

Deadline Date: AQAP

Email to: johnc@shibogama.on.ca

or Drop off to:

John Cole,
Shibogama First Nation Council,
81 King Street,
Sioux Lookout, Ontario, P8T 1A5