

EMPLOYMENT OPPORTUNITY - Internal

Position: Office Administrator

Summary:

Matawa First Nations Management (MNFM) is seeking Office Administrators to fill current and potential future positions within the Four Rivers Group. Established in 2011, the Four Rivers Group provides environmental and professional services, **centered in supporting self-sufficient and self-reliant communities.**

The Office Administrator will assist in supporting all Four Rivers Group projects and activities and ultimately help Four Rivers Group achieve overall operational goals. Office Administrator will need to possess a multitude of skills from finance and accounting, human resources, quality assurance and project tracking/reporting to customer service, communication and organizational skills, in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

Matawa First Nations Management will be establishing a pool of qualified candidates to fill current or future positions. As this is an internal posting, all Matawa First Nation members or employees with Matawa First Nations Management with appropriate qualifications and skills are encouraged to apply.

Qualification / Requirements:

Please see list of knowledge, skills and abilities in the full job description online at <http://www.matawa.on.ca/department/employment/>.

Salary: To commensurate with education and work experience.

Duration: Full-time and contract positions may be available.

To apply, please submit cover letter with resume and three employment references:

By Email to: fourriversrequests@matawa.on.ca

Or by Fax to: (807) 346-9738

Please place "Office Administrator INTERNAL Competition" in the subject line.

Closing Date: December 11, 2017 at 12:00pm (NOON) EST

While we thank all who apply, only those selected for an interview will be contacted.

