



## **EMPLOYMENT OPPORTUNITY – Internal Posting**

### **Receptionist/Data Entry Clerk – Thunder Bay, ON**

Kiikenomaga Kikenjigewen Employment and Training Services (KKETS) is dedicated to creating a highly skilled Aboriginal workforce for all Matawa First Nations. KKETS will assist and support Matawa First Nations members of all ages in achieving their personal employment, training and educational aspirations.

The Aboriginal Skills Advancement Program (ASAP) is seeking a highly skilled and self-motivated Receptionist/Data Entry Clerk to join our team. The Receptionist/Data Entry Clerk is responsible for providing office and clerical services and to maintain client data.

#### **Key Desired Qualifications:**

- General knowledge and understanding of KKETS program and services, Matawa First Nation communities and culture is essential
- Experience working with a Database and data entry
- Proper use of standard computer office applications and office equipment
- Computer skills and experience in Microsoft Word, Excel and Access
- File and records Management
- Fluency in a Matawa dialect a definite asset

#### **Must Have:**

- Grade 12 Diploma
- College Diploma in Office Administration
- A satisfactory Criminal Records Search

Please visit our website at [www.matawa.on.ca](http://www.matawa.on.ca) for a detailed job description and required qualifications.

**Deadline to apply: August 19, 2019 @ 1pm**

**Remuneration:** This is a full time position; salary commensurate with qualifications and experience.

**Term:** **Contract** position ending June 30, 2020 – possibility of extension

Please submit cover letter with resume and three employment references to:

#### **Kiikenomaga Kikenjigewen Employment and Training Services**

Attention: Una Petten, Interim ASAP Manager

**RE: ASAP Receptionist/Data Entry Clerk Competition**

233 Court Street South, 3<sup>rd</sup> Floor, Thunder Bay, Ontario, P7A 4K9

Or Fax to: (807) 768-4471

Or Email to: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

We thank all who are interested; however only those candidates selected for an interview will be notified.