

## INTERNAL EMPLOYMENT OPPORTUNITY

Position: Regional Priorities & Jurisdiction Administrative Assistant

Summary: The Regional Priorities & Jurisdiction Administrative Assistant will work under the supervision of the Program Manager, the Regional Priorities & Jurisdiction Administrative Assistant will provide day-to-day support and assistance to the Program Manager, Regional Priorities & Jurisdiction office, as required by providing administrative support that includes managing correspondence and workflow; documents, travel, appointments, meetings, filing, purchase orders, memorandums, minutes, operate standard office equipment: computer, scanner, fax machine, photocopier and multi-line telephone.

### Qualifications / Requirements:

- An understanding of the Matawa First Nations cultural and political environment
- Proficiency in office administration including ability to use standard office equipment, computer applications and strong organizational skills
- Demonstrated knowledge, skills and personal attributes as described in the job description (web link below)
- Excellent communication, time management and attention to detail
- Ability to maintain a high level of confidentiality

Salary: We offer competitive salary and benefits commensurate with education and work experience.

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

Matawa First Nations Management  
RE: Regional Priorities & Jurisdiction Administrative Assistant  
Mail: 233 Court Street South, Thunder Bay ON P7B 2X9  
Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)  
Fax to: (807) 344-2977

Closing Date: Thursday, November 26, 2020 at 4:30pm

*The job description is available on our website: [www.matawa.on.ca](http://www.matawa.on.ca).*

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