

## EMPLOYMENT OPPORTUNITY

**Position:** Economic Development Administrative Assistant

**Summary:** The Economic Development Administrative Assistant will provide day-to-day support and assistance to the Economic Development Advisor, Workshop Facilitator, all Matawa Economic Development Committees and Working Groups.

**Qualification /Requirements:**

- A degree/diploma in Office Administration or related field, and/or related experience;
- At least 3 years' experience working in an administrative position;
- Excellent administration, interpersonal, communication, word processing, note taking, file management skills;
- Excellent oral and written skills;
- Able to make travel arrangements, purchase orders and adjustments in a timely organized manner and;
- Fluency in Cree or Ojibway would be considered a definite asset.

**Salary:** We offer a competitive salary based on education and experience.

**Duration:** 1 year contract The job description is available on our website: [www.matawa.on.ca](http://www.matawa.on.ca)

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

Matawa First Nations Management  
RE: Economic Development Administrative Assistant Competition  
233 Court Street South, Thunder Bay ON P7B 2X9

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

**Fax:** (807) 344-2977

**Closing Date:** Friday, August 19<sup>th</sup>, 2022 at 16:30hrs

*Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.*

