

EMPLOYMENT OPPORTUNITY

Position: Health & Social Administrative Assistant

Summary: Matawa Health & Social Administrative Assistant provides administrative and clerical support to Health & Social Meno Biimadeswin (HSMB) Department Team. The position also assists client support services as needed. The HSMB manages, administers and coordinates a number of health and social programs/projects in collaboration with Matawa First Nations. The position works under the direction and supervision of the HSMB Director.

Qualifications / Requirements:

- Preferred Diploma in Office Administration or related field or Grade 12 Equivalent with 3-4 years of work experience
- Must be fully vaccinated against COVID-19
- Good secretarial, interpersonal, communication and organizational skills
- Fluency in an Aboriginal language is an asset
- Posses a valid Driver's Licence

Salary: Commensurate with education and work experience.

Duration: Full-time employment

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

Matawa First Nations Management
RE: Matawa Health & Social Administrative Assistant COMPETITION
233 Court Street South, Thunder Bay ON P7B 2X9

Or Fax to: (807) 344-2977

Closing Date: Open until filled

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.

The job description is available on our website: www.matawa.on.ca.

