

INTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Administrative Assistant

Background:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Finance Department provides financial and administrative support services to the Chiefs of the member First Nations, the Board of Directors, the Chief Executive Officer and the Program Managers and staff of Matawa. The Finance department is responsible for financial and compliance reporting and maintenance of all financial activities of Matawa and its related organizations.

Matawa is inviting applications for the position of Administrative Assistant (Finance) with the Matawa First Nations Management.

The Administrative Assistant reports to the Manager, Finance and Administration and is responsible for providing a wide range of secretarial, clerical and administrative support in order to ensure Matawa's services are provided in an effective and efficient manner.

For additional information, including specific qualifications and experience for the position, please view the Job Description at the Matawa website:

<http://www.matawa.on.ca/recruitment/career-opportunities/>

Please send your cover letter and resume with three employment references to:

Matawa First Nations Management
Attn: Neil Miller, Manager Finance & Administration
233 Court Street South, 2nd Floor, Thunder Bay, ON P7B 2X9

RE: Application Fax:
(807) 344-2977

Email: careers@matawa.on.ca

Application Deadline: Until filled

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

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.