

EMPLOYMENT OPPORTUNITY

Position: Rapid Lynx Administrative Assistant

Summary: The Rapid Lynx Administrative Assistant will provide day-to-day support and assistance to the Rapid Lynx General Manager-in-Training, Rapid Lynx Board of Directors and Broadband Working Group.

Qualification /Requirements:

- A degree/diploma in Office Administration or related field, and/or a minimum of 2 years related experience in business or economic development related positions;
- Excellent administration, interpersonal, communication, word processing, note taking, file management skills;
- Excellent oral and written skills;
- Able to make travel arrangements, process purchase orders and adjustments in a timely organized manner;
- Must be able to travel in all weather conditions and attend meetings in remote First Nations communities;
- Must be fully vaccinated against COVID-19 and provide proof of same;
- Must submit a current Criminal Record Check;
- Must possess a valid Ontario Driver's License;
- Fluency in Cree or Ojibway would be considered a definite asset.

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

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

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

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

Email: careers@matawa.on.ca

Fax: (807) 344-2977

Closing Date: Friday, February 10-2023, 4:30 PM

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.

