



CONSTANCE LAKE FIRST NATION  
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Constance Lake, Ontario - P0L 1B0  
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## **Job Posting**

### **ADMINISTRATIVE ASSISTANT**

#### **Eagles Earth Treatment Centre**

#### **OVERVIEW:**

We are seeking an ideal candidate to fulfill the position of Administrative Assistant within the Treatment Centre. This position will provide administrative support services to the Treatment Centre Administrator. This is a full-time permanent position.

#### **PREFERRED QUALIFICATIONS:**

- Grade 12 or equivalent
- Office/Business Administration Diploma an asset
- Minimum two years of related office experiences
- Excellent interpersonal skills and leadership abilities
- Excellent computer, written and oral capabilities a must
- Knowledgeable of Personnel Policies and Procedures
- Ability to communicate in Oji-Cree and/or Ojibway an asset
- Valid Driver's License and a reliable vehicle
- Will be subject to undergo a Drug/Alcohol test
- Criminal reference check required

#### **DUTIES & RESPONSIBILITIES:**

- Provide administrative support services to the Treatment Centre Administrator and staff.
- Assist Treatment Centre Administrator with maintenance of the building, budgets and expenditures.
- Provide new employee orientation to all incoming employees and ensure all necessary forms and tasks are completed.
- Admin Assistant will also need basic bookkeeping skills to help our department with reporting, policy development and data collection.
- Maintenance of key distribution and building access systems and security surveillance.
- Prepare various administrative packages such as evaluations, work plans and training.
- Arrange Advisory Committee/Staff meetings, prepare agendas, gather information, and contact participants. Assist with follow up items.
- Respond to inquiries and information
- Take and type minutes as required
- Adhere to policies and procedure of the organization
- Perform other duties when requested.

**Please submit your resume either by mail, fax, in-person at the Band Office or by email to:**

**Edith Moore, HR Officer**  
**Constance Lake First Nation**  
**P.O. Box 4000**  
**Constance Lake, ON P0L 1B0**  
**Fax: 1-705-463-2222**  
**Email: [edith.moore@clfn.on.ca](mailto:edith.moore@clfn.on.ca)**

**DEADLINE FOR APPLICATIONS: Tuesday January 31, 2023**

While we appreciate all applicants, only the successful applicant will be contacted.