



## JOB OPPORTUNITY

Kiikenomaga Kikenjigewen Employment and Training Services is looking for dynamic, qualified and committed individual for the following position:

### **Receptionist (Internal/External)**

#### **Background:**

KKETS provides culturally appropriate opportunities for education, training and employment by providing professional advisory, support services, relevant systems and programs to empower individuals to take initiative for change in their own lives.

**Position Summary:** The Executive Assistant provides direct support to the Executive Director in a secretarial, clerical, and administrative fashion. The Executive Assistant is responsible for providing office and clerical services. This person will also coordinate and arrange travel for the organization's Board of Directors, staff and, when applicable as directed by Executive Director. The Executive Assistant will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

#### **Preferred Qualifications and Experience:**

The ideal applicant will have:

- 1-3 years' experience in an office setting
- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management
- Understanding of the Matawa region and the member First Nation communities
- Ability to manage Board of Director's activities

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: [www.matawa.on.ca](http://www.matawa.on.ca).

**Deadline:** Until filled

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

**Kiikenomaga Kikenjigewen Employment and Training Services**

Dave Neegan, Executive Director

RE: Executive Assistant JOB POSTING COMPETITION

523 Algoma St. N. Thunder Bay ON P7A 5C2 Or Fax to: (807) 768-4471

Or Email to: [kkets-reception@matawa.on.ca](mailto:kkets-reception@matawa.on.ca)

We thank all who are interested, however only those candidates selected for an interview will be notified.