

EMPLOYMENT OPPORTUNITY

Position: Rapid Lynx/ Economic Development Administrative Assistant (Temporary – 6 months)

Summary: Under the supervision of the Rapid Lynx General Manager, the Rapid Lynx/Economic Development Administrative Assistant will provide day to day support and assistance to the Rapid Lynx General Manager, the Rapid Lynx Board of Directors, and the Broadband Working Group. The Rapid Lynx/Economic Development Administrative Assistant provides secretarial support that includes managing correspondence, document and workflow, travel arrangements, appointments, meetings, filing, purchase orders, memorandums, minutes, operating standard office equipment, computer, scanner, fax machine, photocopier, multi- line telephone and other related duties.

Qualifications/Requirements:

The incumbent must have proficient knowledge in the following areas:

- A degree/diploma in Office Administration or related field, and/or related experience;
- At least 3 years' experience working in an administrative position;
- Excellent secretarial, interpersonal, communication, word processing, note taking, file management skills;
- Must submit a current Criminal Records Check
- Community based Economic Development theories and practices

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

To apply, please submit cover letter with resume and three employment references:

Matawa First Nations Management

ATT: Human Resources Manager

RE: **Rapid Lynx/ Economic Development Administrative Assistant**

Mail: 233 Court Street South, 2nd Floor, Thunder Bay, ON P7B 2X9

Email : careers@matawa.on.ca

Fax: (807) 344-2977

Closing Date: Tuesday, June 24th 2025, at 4:30 pm EST

While we thank all who apply, only those selected for an interview will be contacted.

