

EMPLOYMENT OPPORTUNITY

Position: Administrative Support Officer – (Fulltime)

Summary:

Reporting to the Director of Economic Development, the Administrative Support Officer will provide administrative support, organization, inventory, meeting minutes and general administrative support to the Economic Development Department. Within the Department, the Administrative Support Officer aids the Supervisor, and other internal managers, in the statistical analysis of data to support services withing organizations.

Qualifications / Requirements:

- Proficient in Microsoft Excel, Word, PowerPoint, and Outlook
- Effective communication, both written and oral;
- Organizational skills;
- Comprehensive Written skills;
- Interpersonal and Conflict resolution skills;
- A valid Ontario driver's license;
- Demonstrated work experience in administrative support
- Knowledge and understanding of First Nation communities.

Salary: \$50,000- \$55,000

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

Matawa First Nations Management
RE: Administrative Support Officer
233 Court Street South, Thunder Bay ON P7B 2X9
Email: careers@matawa.on.ca

Closing Date: Friday, July 17, 2026

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

