



Call Out for Relief Workers

Nipissing First Nation is developing a relief workers list for various departments that details workers who are willing to work on a casual basis. Positions and departments vary depending on which programs are in need of support.

QUALIFICATIONS:

- Must be able to work with minimal supervision.
- Must be reliable, punctual and dependable.
- Must be able to operate computers and software.
- Knowledge of Microsoft Office software an asset.

DUTIES:

- Reports directly to the designated Program Manager or Supervisor.
- Mostly consistent with clerical duties, such as filing and answering telephones.
- Other duties as required.

We will accept cover letters and resumes on a ongoing basis to keep our list up to date and therefore there is no closing date for accepting applications. Please note specific departments of interest and/or your qualifications when applying.

Please forward a Cover Letter and Resume along with 3 References to:

Kyesha Fong
Human Resources Administrative Assistant
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Employment opportunities within certain areas/departments will require a current Criminal Records Check and Vulnerable Persons Screening.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC