



Employment Opportunity

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 is an asset.

Duties

- Reports directly to the designated program Manager or Supervisor
- Mostly consists of clerical duties, such as filing and answering telephones calls.
- Other duties are 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 interest and/or your qualifications when applying.

Please forward your cover letter and resume along with 3 references to:

**Human Resources Department
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 Record Check and Vulnerable Persons Screening.