



## Employment Opportunity

### Administrative and Housing Support Worker

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Department: Administration/Housing  
Posting Date: Friday, December 1, 2023  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Director, Housing & Maintenance  
Starting Salary: \$ 38,693.20

#### **What you'll do in the role**

- Greet visitors to the office and direct guests to appropriate departments.
- Keeps apprised of north office staff whereabouts.
- Responsible for reception phone and person inquiries by providing information or directing the caller to the appropriate staff or department.
- Cover front reception for short period of times for breaks.
- Pick up courier packages and mail from North building drop boxes.
- Maintain awareness of the events and services offered at NFN and responds to visitors' inquiries.
- Maintain and distributes, on request, information materials and brochures.
- Maintain and updating supplies for entrance hand sanitizing stations.
- Provide secretarial duties for the Housing Department staff as needed.
- Create and maintain file systems for the Housing Department as needed.
- Attend Housing Committee meetings as Minute Taker; will be required to attend meeting to record minutes and submit official minutes to the Chair and Resources Person of the committee. Once approved forward minutes to the Director of Administration for Council agenda processing.
- Maintain room and hall bookings for all NFN meeting rooms, prepares rental agreement and coordination with the Housing Coordinator
- Maintain an up-to-date Procedural Process binder that outlines each process for job responsibilities and have this readily accessible for Relief Staff.
- Drafting of notices for departments as needed.
- Preparation of cheque requisitions as needed.
- Responsible to ensure that north building offices are locked and secured at the end of each workday.
- Other duties as assigned

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages



## Employment Opportunity

### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- Minimum 2 years office experience required.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Thorough knowledge of the services, history and traditions of NFN and knowledge of the Seven Grandfather Teachings.
- High level of sensitivity to Native issues.
- Good to high knowledge of computer and work processing programs: Office 365
- Strong interpersonal skills and high level organizational skills.
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### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing December 15, 2023 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing December 22, 2023 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing December 29, 2023 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

### **Are you a member of NFN? If so, please read below:**

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*



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- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**