



EMPLOYMENT OPPORTUNITY

Lands and Membership Office Support

Department: Lands and Membership

Posting Date: December 13, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: Existing

Reports To: Manager, Lands and Membership

Starting Salary: \$ 39,457.60

What you'll do in the role

- Provide clerical support services for the Lands office functions and provides support to committees, as required.
- Responsible for establishing and maintaining files and associated filing systems for Lands and Membership including digitization of new and existing files.
- Prepares, transcribes, types and files correspondence, memoranda, minutes, agendas and reports as required.
- Assures printers, photocopiers, and fax machines are filled each day and retrieves paper supply from main office storage area.
- Assists in the preparation and filing of land transactions and invoices.
- Prepares and files cheque requisitions and purchase orders under the direction of the Lands Manager or Director.
- Photocopies, sends and receives fax messages.
- Scans, logs and routes mail and facsimiles.
- Receptionist duties and directs the client to the appropriate staff.
- Assists First Nation members on various applications with regards to membership and lands.
- Maintain records.

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

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- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have an Ontario Secondary School Diploma or Equivalent.
- Must have a valid Class “G” Driver’s License.
- Office Administrator Diploma and/or experience in an administrative clerical field, considered an asset.
- IRA Certified or willingness to obtain.
- High level Administrative Clerical skills.
- High level computer skills, particularly in word processing, data input, and management.
- High level organization skills
- Strong interpersonal skills
- Strong communication skills; both oral and written.
- High level of sensitivity to indigenous issues.
- Excellent public relation skills and a cheerful, informed approach with the public.
- Ability to maintain a high level of sensitivity and confidentiality.
- Display a strong sense of initiative, project oriented and the ability to follow through on assignments.
- Ability to speak, write and understand Nipissing Nishnaabemwin; considered an asset.

APPLICATION DEADLINES:

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

Closing December 27, 2024 - 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 January 3, 2025 - 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



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- 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 January 10, 2025 - 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 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.
- ✓ 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.