



## EMPLOYMENT OPPORTUNITY

### Housing & Maintenance Office Support Worker

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Department: Housing & Maintenance  
Posting Date: February 7<sup>th</sup>, 2025  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week/35hrs  
Job type: Permanent – Full Time  
Vacancies: 1  
New or Existing Position: Existing  
Reports To: Director, Housing & Maintenance  
Starting Salary: \$39,457.60

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Nipissing First Nation is looking for an Office Support professional to join the Housing & Maintenance Department. This role is ideal for someone who thrives in a dynamic office environment, enjoys assisting visitors, and is skilled in administrative support.

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

- Greet and direct visitors, providing information or referrals to appropriate personnel.
- Manage reception phone inquiries, assisting callers or directing them to the appropriate department.
- Maintain awareness of NFN events and services, respond to inquiries and distribute informational materials.
- Ensure entrance hand sanitizing stations are stocked and maintained.
- Provide administrative support to the Housing & Maintenance Department
- Create and maintain both paper and electronic filing systems.
- Dispatch and track work orders through the data management system.
- Take minutes for Housing Committee meetings and submit official minutes for review.
- Manage room and hall bookings, coordinate rental agreements.
- Maintain and process Key FOB registers.
- Prepare and draft notices, cheque requisitions, and other department documents.
- Assist in emergency staffing needs by arranging relief staff when required.
- Ensure that North Building offices are locked and secured at the end of each workday.



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#### 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.
- Casual dress
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.
- A defined contribution pension plan

#### What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have a minimum of two (2) years of office experience.
- Post-secondary education in Business Administration, Office Support, or a related field is an asset.
- Proficiency in Microsoft Office 365 (Word, Excel, and other relevant programs)
- 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.
- Excellent interpersonal, communication, and organizational skills.
- Ability to multitask in a fast-paced environment while maintaining attention to detail.
- Proactive approach to problem-solving, with the ability to anticipate needs and act accordingly.
- Strong time management skills to handle multiple administrative responsibilities efficiently.
- High level of confidentiality and professionalism when dealing with sensitive information.
- Ability to work independently and collaboratively as part of a team.



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#### **APPLICATION DEADLINES:**

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

#### **Closing February 21, 2025 - 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 February 28, 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
- 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 March 7, 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](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.
- ✓ 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.**