



Employment Opportunity

Housing/Maintenance Office Support Worker

Department:	Housing
Posting Date:	September 19, 2025
Location:	Nipissing First Nation, ON
Schedule:	35 hours per week
Job type:	Full Time /Permanent
Vacancies:	1
Reports To:	Director of Housing and Maintenance
Salary Range:	40,258.40 – 53,107.60

Nipissing First Nation (NFN) is seeking a reliable and organized individual, who will support the Housing Maintenance Department, as a Housing Maintenance Office Support Worker. In this role, you will be responsible for coordinating work orders, maintaining housing and maintenance records, assisting with communication between tenants, contractors and suppliers, and providing general office support to ensure the smooth operation of the Housing Maintenance Department.

What You'll Do in the Role

- Respond to tenant inquiries and maintenance requests in a professional and timely manner
- Maintain accurate logs of work orders, service requests, and completed repairs
- Schedule maintenance appointments with tenants and service providers
- Assist with the preparation of reports, correspondence, and data entry
- Maintain inventory of tools, materials, and supplies
- Provide clerical support including filing, scanning, and organizing records
- Ensure proper communication with Housing Maintenance staff, contractors, and other NFN departments
- Uphold confidentiality and always maintain professional boundaries
- Represent NFN positively in the workplace and community

Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

Work with a passionate team rooted in community values

Be part of an inclusive, supportive work culture

Competitive salary and defined contribution pension plan

Comprehensive benefits package – medical, dental, vision, life, and disability

Business Casual dress and modern workplace practices

Training, mentorship, and ongoing development opportunities



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Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- High school diploma or equivalent; post-secondary education in Office Administration or related field is an asset
- Minimum 1-2 years of office or administrative experience
- Strong organizational and time management skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Excellent written and verbal communication skills
- Familiarity with facilities maintenance or housing operations is an asset
- Ability to work independently and as part of a team
- Must provide a satisfactory Criminal Record Check and Vulnerable Sector Screening
- Knowledge of and respect for Nipissing First Nation culture, language, and traditions is a strong asset
- Ability to manage time and prioritize tasks effectively
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and separate work from personal life in a close-knit community
- Cultural awareness and respect for Indigenous traditions and values

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – October 3, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 10, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)



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Round 3 – Closing October 17, 2025.

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 **resumes@nfn.ca**

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply***, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***