



Office Assistant

Namaygoosisagagun First Nation is seeking an Office Assistant to work out of the Thunder Bay Health office.

Job Purpose:

Assist Finance Clerk and other staff with daily “other duties” such as:

- Filing
- Cheque reconciling
- Bank deposits
- Checking mail
- Ordering supplies
- Checking voicemail
- Posting mail

Skills:

- Excellent interpersonal skills
- Excellent computer skills
- Ability to initiate and work independently
- Ability to work with confidential and sensitive information
- Excellent communication skills
- Must have a valid Class G Drivers license.
- Have own vehicle.

Email or fax resume and cover letter to Kyle MacLaurin, General Manager at nfncomresourse@tbaytel.net or fax 807-626-8126

Closing date is April 16, 2021 @ 4pm.