



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SUPPORT WORKER

Under the direction of the Executive Director, the Administrative Support Worker assumes the responsibility for providing general secretarial services including receptionist for the agency.

QUALIFICATIONS:

- Ontario Secondary School Diploma
- Relevant work experience in secretarial/office setting
- Excellent computer skills with direct experience on Microsoft Word and Excel Programs
- Experience in inputting client data into computer system
- Ability to speak Cree an asset
- Excellent organizational skills and demonstrated ability to set priorities and work under minimal supervision
- Must have Class G Ontario Drivers License
- Must promote a substance free lifestyle

Salary: As per Contribution Agreement

Deadline: Until position is filled

Please mail or email resumes marked "Confidential" to:

**Executive Director
Sagashtawao Healing Lodge
P.O. Box 99
Moosonee, Ontario P0L 1Y0**

Collette.hookimaw@sagashtawao.ca

Phone: 705-336-3450

Please note this is a term position for up to one year

We thank all applicants, however, only those considered for an interview will be contacted

Corporate Head Office: P.O. Box 359 • Moose Cree Complex • Moose Factory, Ont. P0L 1W0
Phone (705) 658-5505

Administration Office: P.O. Box 99 • Moosonee, Ont. P0L 1Y0
Phone (705) 336-3450 • (705) 336-3451 • (705) 336-3485 • Fax (705) 336-3452