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**P.O. Box 250
PARRY SOUND, ONTARIO
P2A 2X4**

**PHONE:
(705) 746-2531
FAX:
(705) 746-5984**

**CHIEF
Warren Tabobondung**

**CHIEF COUNCILLOR
Rebeka Tabobondung**

**COUNCILLORS
Vince Chechock
Brent Tabobondung
Dave Rice
Theresa McInnes**

**EMPLOYMENT OPPORTUNITY
SKILLS LINK PROGRAM
CONTRACT POSITION
(December 2020 – March 26, 2021)**

ADMINISTRATIVE SUPPORT

Wasauksing First Nation is currently seeking applicants for a short term employment opportunity. The Administrative Support is a full-time, short-term contractual, administrative position. This employment opportunity is funded through ISC's Skills Link Program which supports activities that assist youth in acquiring the essential skills that will help them gain employment, function well in the workplace and learn about job and career options.

Summary of Duties:

- assist in the delivery of services in areas such as Finance and Administration
- provide clerical/administrative support to the Finance and Administration Department;
- Preparation and Distribution of electronic and paper-based correspondence, reports, statements, brochures, publications, presentation and other documents
- Assist in creating and maintaining manual and computerized information filing systems
- Responding to telephone and electronic inquiries and directing inquiries to appropriate person, screening calls and determining priority level.
- Following policies and procedures of Wasauksing First Nation
- Preparing and submitting finance documentation
- Greeting visitors of WFN to determine nature of business and directing visitors to appropriate person
- Operates in accordance with and ensures compliance to the Wasauksing First Nation administrative, finance and program policies and procedures as may be updated and amended from time to time;
- Other duties/tasks/responsibilities as required and as assigned.

Funding Eligibility and Desired Skills:

- First Nations and Inuit youth aged 15 to 30, who ordinarily resident on reserve
- Youth who are not in school, or are unemployed or underemployed.
- Experience in keyboarding, word processing, and other computer applications such as shared drives, PowerPoint, spreadsheets, internet, virtual meeting platforms.
- Applicants should demonstrate an interest to pursue a career or more education in related fields (ie. Business, Finance, Governance, Public Administration, etc.)

Salary Grid Classification #11: Commensurate with qualifications and experience

Competition Deadline: Friday, November 27, 2020 at 4:00pm EST



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Please forward your cover letter, resume, and three employment references to:

c/o Wilma Tabobondung
Director of Finance
Wasauksing First Nation
P.O. Box 250
Parry Sound, Ontario. P2A 2X4

Email: dof@wasauksing.ca

We thank all candidates for their interest however, only those selected for an interview will be contacted. Please note that late or incomplete applications will not be accepted.