

# LAC DES MILLE LACS FIRST NATION

## EMPLOYMENT OPPORTUNITY – ADMINISTRATIVE SUPPORT

### *Position Summary*

Lac des Mille Lacs First Nation is currently seeking an individual to fill the position of Administrative Support. The First Nation is experiencing growth on many different levels, and this individual will provide much needed administrative and clerical support. The successful candidate will work alongside our team performing administrative duties and functions, as well as provide support in regards to projects involving Housing and Infrastructure on Reserve 22A1.

### *Required Skills & Qualifications*

- 1) Preference will be given to those candidates who possess a diploma or certification in Office Administration.
- 2) A minimum of 2 years related work experience.
- 3) Experience working with First Nations or First Nation organizations.
- 4) Knowledge of Anishinaabe language, culture and traditions.
- 5) Must possess excellent interpersonal, communication and organizational skills.
- 6) Must possess a vehicle and valid driver's license.
- 7) Ability to work as a team member with tact, discretion and good public relations skills.
- 8) Excellent working knowledge of all office equipment, word and computer programs, etc.
- 9) As this position will provide support on many different levels, the individual must possess good time management skills and demonstrated flexibility in their assigned duties.

Along with their resume and cover letter, applicants must submit a current criminal record check and three references. Application packages must be submitted by **Monday March 5<sup>th</sup> 2018 at 12:00 p.m. noon EST to:**

**HIRING COMMITTEE**  
**Lacs des Mille Lacs First Nation**  
**1100 Memorial Avenue, Suite 328**  
**Thunder Bay, ON**  
**P7B 4A3**

**Telephone: (807) 622-9835 • Fax: (807) 622-9866 • E-mail: [info@lacsdesmillelacsfirstnation.ca](mailto:info@lacsdesmillelacsfirstnation.ca)**

### *Location*

Thunder Bay and Lac des Mille Lacs First Nation Reserve 22A1

### *Compensation*

To commensurate with education and experience

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.