



TREATY THREE POLICE SERVICE

Employment Opportunity

Administrative Support Kenora

Treaty Three Police Service is currently looking for a full-time, permanent Administrative Support for our General Headquarters. If you are someone who thrives off working with the public, enjoys an office-type setting and being part of team for an organization that offers full comprehensive benefits - then this is the opportunity for you!

Duties & Responsibilities:

- Provide Administrative services for payroll, human resources and financial functions;
- Perform manual and electronic filing;
- Performs a variety of clerical and administrative duties;
- Provide assistance in a variety of clerical and administrative support services according to established procedure;
- Must be willing to attend and participate in all required training programs as instructed;
- Maintain confidentiality;
- Other duties as assigned.

Job Requirements:

- Possess a high school diploma or equivalent;
- Be of good moral character with no criminal record for which a records; suspension (pardon) has not been received or an absolute/conditional discharge that has not been sealed;
- Previous work experience with courts / law enforcement would be an asset;
- Proficient with computers and related software MS Office (outlook, word, excel);
- Familiarity with use of office equipment (i.e. photocopiers, facsimile machines, printers)
- Ability to type minimum 50 wpm;
- Ability to speak Ojibway would be an asset;
- Be a Canadian citizen or permanent resident.
- A strong spirit of collaboration, dependability, positivity and a love what you do attitude.

Entry Level Rate \$30.03/hr, with potential for progression to \$34.27/hr

Interested applicants must submit a cover letter and detailed resume to Treaty Three Police Service by **Friday, March 26, 2021 at 4:00 p.m.**

Please e-mail your complete package to [hiring@t3ps.ca](mailto: hiring@t3ps.ca) using "JP0029" in your subject line to indicate the position that you are applying for.

The Treaty Three Police Service appreciates the interest of all applicants; however, only those who receive an interview will be contacted.

As an Indigenous employer we encourage First Nations, Inuit and Metis applicants to apply.