



Data Entry Clerk/Administrative Assistant (Fort William First Nation Office)

Reporting to the Manager of Indigenous Relations and the Controller. The Data Entry Clerk/Administrative Assistant is responsible for providing administration support to Northern Mat & Bridge's Northern Ontario sales and operations.

Duties and Responsibilities:

- Answering telephone and directing calls as required
- Assist in Indigenous relations reporting
- Northern Ontario inventory tracking and control
- Welcoming visitors and providing information about the company when needed
- Booking travel arrangements (Hotels and Flights)
- Online and paper filing
- Schedule meetings / minute taking
- Co-ordinate mail and courier
- Co-ordinate with the HR Manager orientations
- Assist other departments as required
- Other duties when required
- Occasional travel in Northern Ontario

Knowledge, Skills and Abilities:

- Excellent communication skills
- Strong computer skills (Excel/PowerPoint)
- Team player
- Positive attitude
- Work independently

Experience Requirements:

- 2+ years' experience working in an office reception/admin position
- MS Office experience a must (Word, Excel, Outlook)
- 40+ wpm typing speed a must



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Education Requirements:

- Grade 12 Education
- Post-Secondary Education in Administration an asset

This position will be working with many of our Indigenous Community Partners, preference will be given to partnered community members.

All interested applicants will submit their cover letter and resume to Sue Peterson, Human Resources Manager, Eastern Canada, at Speterson@northernmat.ca. Application cut off will be at Noon on Friday September 25th.

Confidentiality: All Northern Mat and Bridge communication, inner workings, and documentation shall remain confidential and the property of Northern Mat and Bridge at all times