



EMPLOYMENT OPPORTUNITY
MFN ADMINISTRATION & FINANCE: CASUAL/ON-CALL/SUPPLY/TERM

Department: Administration
Classification: As stated on the Job Description

M'Chigeeng First Nation Administration Department is looking for ON-CALL/ Supply Workers – Receptionist, Postal Clerk, Janitors, Clerical/Administrative Assistant,

We are seeking a pool of qualified individuals who can be called to fill-in temporary vacant positions. Individuals will benefit from on-the-job experience, transferable knowledge skills and abilities and future job opportunities.

REPORTING RELATIONSHIP - ALL ON-CALL/SUPPLY POSITIONS REPORT TO THE ADMINISTRATION DEPARTMENT MANAGER

- **Position Summary** **Postal Clerk**
- **Position Summary** **Receptionist**
The Receptionist will ensure all people are treated with courtesy and respect and all requested inquiries are provided in a professional and timely manner; and accurate data entry support services to the Administration Staff is provided. Receptionist will have knowledge and understanding of all MFN programs and services in order to effectively direct clients to the correct worker or service.
- **Position Summary:** **Janitors**
Responsible to clean and sanitize all equipment and all administration offices and all related areas. Ensure the building is locked and secured including all doors, windows, at the end of every shift.
- **Position Summary:** **Clerical/Administrative**
To provide administrative support to the Office Administration and Finance Department. The position is assigned to providing a broad range of secretarial and clerical services (word processing, routine records, and central file management system, and organizing events).

It is mandatory for the applicants to submit a current thirty (30) day CRC/VSS, in a separate envelope, clearly marked Confidential – CRC/VSS with position Name.

CRC/VSS Rationale: M'Chigeeng First Nation and its agents are in a position of trust in services to band member children and/or vulnerable adults, so a safe and secure working environment is mandatory. Applicants must provide a clear VSS Certificate and the CRC must have a record clear and/or dated of any convictions relating to alcohol, drugs, assault, violence, and theft. The CRC and VSS must be current (30 days) and must be an Original.

Interested applicants must submit Cover Letter, Resume, Education certifications addressed to:

MFN ADMINISTRATION: CASUAL/ON-CALL/SUPPLY/TERM
c/o Marlene Debassige, Office Administrator
M'Chigeeng FN, P.O. Box 333
M'CHIGEENG, ON P0P 1G0 (Fax 705-377-4980)

For Job description, please contact me at 705-377-5362 ext. 203 or email marlened@mchigeeng.ca