

EMPLOYMENT OPPORTUNITY

Position Title:	Office Clerk	Tenure:	January 9, 2012 to March 31, 2012
Department:	Economic Development	Salary:	\$10.25 per hour
Location:	Various	Closing Date:	Friday, January 6, 2012 @ 12:00 NOON
Open to:	Age 15-30 not attending school, status member, unemployed, underemployed, resides on reserve. Priority will be given to those not funded previously by the INAC Youth Work Experience Program.		

Duties:

- Provides administrative and clerical support,
- Promotes and assist with the delivery of the department.
- Control assignments and reporting which can be hourly, daily, or weekly.
- Performs other related duties as my be required

Basic Requirements:

- Successful completion of Grade 10 or higher.
- Experience Working with the public
- Knowledge of office procedures
- Good interpersonal skills
- Client service experience
- Knowledge of MS Word and MS Excel

Eligibility List will be established:

YES

X

NO

SCREENING PROCEDURE: The Board will screen all applications as presented. Applicants will be screened on the following: 1) Conflict of Interest – the applicant must not be a member of the supervisor’s immediate family; and 2) Resume – the Board will review the contents of the applicant’s resume to ensure the applicant meets the basic requirements as identified on this poster.

APPLICATION PROCEDURE: Interested persons must submit a resume demonstrating how the basic requirements are met and the names and day contact telephone numbers of your three (3) most recent direct supervisors. If direct supervisor references are not available, then references that know your work are acceptable. Applications will be accepted in person or through the mail ONLY in a sealed envelope marked personal and confidential and addressed to the attention of the contact person. **NO FAXED OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.** The Algonquins of Pikwàkanagàn has the right to shortlist for interview purposes to the five (5) most qualified persons.

To obtain a job description and study package (if applicable), please contact:

Contact Person:	Elsie Commanda, Employment Development Officer	Phone Number:	613-625-2800
Address:	Algonquins of Pikwàkanagàn, 1657A Mishomis Inamo, Golden Lake, ON K0J 1X0		