



BATCHEWANA FIRST NATION

Post-Secondary Summer Student Employment

Batchewana First Nation invites all interested band members to submit a resume for the position of:

ADMINISTRATIVE SUPPORT WORKER for Batchewana Learning Centre

(1 position) Pending Funding

Rate: \$17.00 per hour Duration: May 6, 2024 – September 2, 2024 (17 weeks)

Position Summary:

Successful applicant will work under the direction and supervision of the Education Director and the Summer Student Employment Coordinator. Will be responsible for the day to day administration functions of the Batchewana Learning Centre and assisting staff when required.

Duties & Responsibilities:

- Will complete administrative tasks such as answer phone, record calls, greet and screen clients entering the BLC and sort mail
- Coordinate and maintain office filing and storage systems
- To act as an administrative assistant and clerical support for Batchewana Learning staff
- Establishes, maintains, processes and/or updates files, records and other documents
- Fax, scan and copy documents as requested
- Will ensure all other duties are completed as assigned
- Must be able to take instructions and work independently

Qualifications and Experience:

- First Nations and Inuit post-secondary students aged 15-30 inclusive
- Registered as a full-time student during the proceeding academic year and who intend to go to school on a full-time basis in the next academic year
- Experience in clerical services such as answering incoming calls, directing calls, mail distribution, flow of correspondence
- Knowledge and experience with requisitions of supplies required by staff
- Excellent communication skills both oral and written
- Genuine interest in working with children and families and maintain a high level of confidentiality

Knowledge, Skills and Abilities:

- Able to handle multiple tasks efficiently
- Self-motivated to learn new concepts and participate
- Computer literacy is an essential requirement
- Experience in clerical service

Conditions of Employment:

- Must be able to provide a clear CPIC with vulnerable sector check
- Access to vehicle with valid driver's license considered an asset

Please forward your cover letter and resume to email: humanresources@batchewana.ca

Subject line: BLC ADMINISTRATIVE SUPPORT WORKER summer position

CLOSING DATE: March 31, 2024, AT 12:00pm.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Batchewana First Nation welcomes and encourages applications from people with disabilities. If you require accommodations please contact the Human Resources department at 705-759-0914. First Nation preference in hiring. Please visit us at

www.batchewana.ca