



# BATCHEWANA FIRST NATION

## Summer Youth Employment

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

### HEALTH ADMINISTRATIVE SUPPORT WORKER

Rate: \$17.00 per hour Duration: May 6, 2024 – August 26, 2024 (16 weeks)

#### **Position Summary:**

Successful applicant will work under the direction and supervision of the HR and the Health Director. Will be responsible for the day to day administration functions of the Batchewana First Nation administration office and assisting staff when required.

#### **Duties & Responsibilities:**

- Will complete administrative tasks such as answer phone, record calls, greet and screen clients entering the BFN administration office and sort mail
- Coordinate and maintain office filing and storage systems
- To act as an administrative assistant and clerical support for Batchewana First Nation 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:**

- Youth aged 15-30 inclusive
- 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

#### **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](mailto:humanresources@batchewana.ca)

**Subject line:** HEALTH ADMINISTRATIVE SUPPORT WORKER summer position

**CLOSING DATE: March 31, 2024 @ 12 p.m.**

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