



SEINE RIVER FIRST NATION

ADMINISTRATION BUILDING

BOX 124

MINE CENTRE, ONTARIO

POW 1H0

PH.: (807) 599-2224

FAX: (807) 599-2865

Job Posting

Secretary/Typist

Maternity Leave Position (12-14 Month Position)

The Seine River First Nation requires Secretary/Typist to cover a maternity leave. This will be a 12-14 month position. The Secretary/Typist is the front line staff responsible for all aspects of customer service, office organization and administration support services. The Secretary/Typist is expected to be professional, punctual and polite at all times.

Minimum qualifications for this position are as follows:

Successful completion of Grade 12 or equivalent; or transcripts indicating on going efforts towards achieving grade 12, and present enrollment in a recognized Secondary School Institution such as Seven Generations.

- ❖ Ability to work with the public.
- ❖ Maintain strict Confidentiality regarding Band and Employee business at all times.
- ❖ Experience written and verbal communications skills.
- ❖ Ability to work with minimal supervision.

Interested applicants can forward their resumes and cover letter in a sealed envelope to:

Attention: Receptionist/Typist Position

Seine River First Nation

P.O. Box 124

Mine Centre, ON

POW 1H0

Phone: (807)599-2224

Fax: (807)599-2865

Closing Date: 12PM Thursday August 13, 2009.

Late applications will be returned unopened. *Only potential applicants will be notified for an interview