



Ontario First Nations
Technical Services
Corporation

Employment Opportunity: ADMINISTRATIVE SUPPORT

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide engineering and technical advisory services to all First Nations in Ontario. The OFNTSC requires the services of an experienced Administration Support person to assist the OFNTSC team. The position will be located in the Toronto Office.

DUTIES:

- Greeting Clients in a Friendly Manner
- Answering and Directing Calls as Received
- Preparing and expediting mail and courier packages
- Directing mail, email and fax correspondence
- Logging staff whereabouts on daily basis
- Assist and work closely with the Executive Assistant
- Maintaining and Ordering of Office Supplies
- Drafting Correspondence as needed
- Project work as needed
- Document preparation and filing for staff as needed
- File Archiving
- Ad Hoc Requests as needed

QUALIFICATIONS:

- High School Diploma or Equivalent
- Diploma in Office Administration an asset
- Ability to operate computers for the use of Word, Excel and other programs
- Ability to work under minimal supervision
- Must be self motivated with extremely good verbal and written communication skills
- Excellent Organizational skills
- Possess a valid Ontario Drivers License and be willing to travel occasionally
- Preference will be given to First Nations persons.

CLOSING DATE: SEPTEMBER 28, 2018 at 4:30 p.m. (EST)

Please mark clearly on subject line of the email “**ADMINISTRATIVE SUPPORT**” and send your cover letter, resume by PDF file labelled [**LASTNAME_FIRSTNAME_ADMIN SUPPORT**] to:

Brian Katz, Manager of Finance, HR and IT
Ontario First Nations Technical Services Corporation
111 Peter St., Suite 606
Toronto, ON, M5V 2H1
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We thank all applicants, however only those receiving an interview will be contacted.