



6167, HIGHWAY 11 NORTH
TEMAGAMI, ONTARIO P0H 2H0
705-569-2663
dmlrc@temagamifirstnation.ca

EMPLOYMENT OPPORTUNITY

ADMINISTRATION TRAINEE

Daki Menan Lands and Resources Corporation (DMLRC) would like to hire an Office Administration Trainee that has the ability and interest in working with the Office Administrator and carrying out all basic administration duties for the DMLRC office, and periodically work in the wood processing yard when needed.

Work is expected to begin as soon as possible. This position will be available until it is filled.

This is a full-time contract position with an average of 35 hours per week for the duration of the contract and is subject to confirmation of funding.

Training will be provided.

Primary duties include, but not limited to:

- Administering monthly bills and invoices.
- Producing and bagging firewood
- Taking firewood orders and working with staff to coordinate deliveries.
- Loading and delivering firewood.

Qualifications & Requirements:

- Prior administration experience is an asset.
- Proficient in the use of computers and computer software (Outlook, Word, Excel, PowerPoint).
- Valid Class "G" driver's license is an asset.
- Ability to work independently is mandatory.
- Ability and willingness to work outdoors in inclement weather.
- Strong attention to detail.
- Strong time management skills.
- Punctuality, reliability, confidentiality, and trustworthiness are mandatory.
- WHMIS Certificate is an asset.
- First Aid Certificate is an asset.

Work Schedule and Rate of Pay:

- This is a full-time contract position with an average of 35 hours per week.
- Starting wage is dependent on experience.



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Work Location:

The main work location is the Daki Menan Lands and Resources Corporation Office located at 6167 Highway 11 North. The successful applicant will be responsible for their own transportation to and from the DMLRC Office.

DEADLINE FOR APPLICATIONS: Position open until filled.

Please submit applications to dmlrc@temagamifirstnation.ca

Please note that preference in hiring will be given to qualified Temagami First Nation Members and Bear Island residents. All applications received prior to the deadline will be considered. All applications received prior to the deadline will be screened for an interview. Only those applicants who will be granted an interview will be contacted.