



TEMAGAMI FIRST NATION

BEAR ISLAND
LAKE TEMAGAMI, ONTARIO P0H 1C0
TEL 1.888.737.9884 or 705.237.8943
tfn@temagamifirstnation.ca
www.temagamifirstnation.ca

SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	Summer Student (1 position) Lands & Resources Administrative Assistant – Summer Student
PRIMARY FUNCTION:	This position will provide assistance to Lands & Resources Department staff through supporting office practices and various projects. The Assistant must also work well with others in a team environment as well as independently.
REPORTING RELATIONSHIP:	This position will be supervised by the Lands & Resources Manager, on-site and weekly.
STATUS:	Full-time, on-site 35-hours weekly
SALARY:	
TERM OF EMPLOYMENT:	Summer student position
EFFECTIVE DATE:	
INCUMBENT:	

JOB DUTIES

- Maintain confidentiality and conduct oneself in a professional manner
- Provide assistance to the Lands and Resources staff
- Answer telephones courteously and transfer/redirect messages
- Become familiar with Lands and Resources office operations and procedures through the use of computers, filing system and daily activities
- Prepare a variety of communications products for the L&R department
- Sort office supply room and record inventory
- Assist with departmental mailouts
- Assist and organize meetings/events when hosted by the Department
- Compile list of BI Blast articles as they relate to the Department and copy Blast newsletters for filing
- Assist in data collection for implementation of Lands projects
- Attend meetings or training when required
- Work with minimal supervision
- Other duties as assigned



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QUALIFICATIONS

- Proficient computer skills using Word, Outlook, Excel, PowerPoint
- Excellent written and oral communication skills
- Excellent organizational skills
- Ability to work on several projects simultaneously
- Independent worker
- Able to work well with others in a team environment as well as independently
- Self-motivated, reliable, dependable, organized and a positive attitude
- Current First Aid & C.P.R. (or willing to obtain)
- Pleasure Craft License considered *an asset*
- Valid Class 'G' Driver's License considered *an asset*