



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Ke-nawind Housing Clerk (TERM)

Lac Seul First Nation is seeking for a Housing Clerk to provide administrative support to ensure efficient operation of the Ke-nawind Housing Development Authority. Under the direct supervision of the Director of Housing, the Housing Clerk will be responsible for confidential, and time sensitive material related to the housing field's concepts, practices and procedures. The Housing Clerk must communicate effectively via telephone and email to ensure that all duties are completed accurately and delivered in high quality and within a timely manner.

Key Responsibilities:

- Provides information to the public; serves as a receptionist, greets office visitors and responds to inquiries from visitors or over the telephone in a warm manner
- Prepares and assists with various correspondence (i.e. move-ins, transfers, new leases, etc.), specialized reports, and other documentation; enters and retrieves data for use in reports, maintaining records, and for tracking purposes.
- Sets up and maintains accurate files and security of records; organizes paperwork and correspondence while maintaining a neat and orderly working area.
- Receives, sorts, and distributes mail and faxes in a timely and accurate manner, processes outgoing mail in a timely and accurate manner.
- Book travel and accommodations for staff travel; assist in booking conference calls, conference rooms, and catering for board meetings
- Take accurate minutes of meetings and distribute accordingly
- Prepare, monitor and duplicate invoices, purchase orders, receipts for Kenawind and finance office
- Maintain supplies inventory by checking stock and placing expediting orders, verifying receipt of supplies, coordinate repairs to office equipment
- Process tenant payments and issue receipts to tenants

Qualifications:

- Ontario Secondary School Diploma (OSSD) or two (2) years proven experience in the administration field
- Working knowledge of office management skills and ability to prioritize workload
- Ability to identify issues and/or complaints and direct them to appropriate personnel

- Proficiency in computer operations and word processing, spreadsheet, database and presentation software with particular knowledge of the Microsoft Office Suite
- Ability to develop and maintain recordkeeping systems and procedures in hard copy or electronic format
- Ability to work efficiently in an atmosphere of frequent interruption, to work cooperatively with a wide range of co-workers, supervisors, other professionals, and in a team
- Familiar with housing policies and procedures
- Valid Ontario Driver's license

Physical Effort and Working Conditions:

The incumbent typically performs work in an office environment. The employee must be physically able to operate a variety of office machines; must be able to move or carry objects or materials weighing up to 20lbs. The employee must also be willing to travel within all three communities of Lac Seul for correspondence materials and meetings.

Salary: \$27.94/hour
Term: 1 year full-time term position.
Hours: 35 hours per week, Monday – Friday
Location: Frenchman's Head, Lac Seul, ON
Closing: Open Until Filled.

LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits

Please submit a cover letter along with a resume, and written permission for LSFN People & Culture Department to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Attention: C/o PC Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.