



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

People & Culture Clerk (Term)

Summary: Under the direct supervision of the Assistant Director of People & Culture the People & Culture Clerk will be assigned primary responsibility for maintaining records, carrying out procedures, preparing a variety of complex documents, and/or effecting public contact which requires considerable knowledge of People & Culture procedures and policies.

Key Responsibilities are (but not limited to):

- Complete required paperwork, reporting and any other documentation that is required.
- Effectively assist the public and employees; answer general PC inquiries and determine how inquiries should be routed; direct public and employees to appropriate staff; answer routine questions; and distribute and explain forms, such as, employment applications.
- Ensure accurate and proper filing of correspondence, cards and invoices
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Fax, photocopy and scan documents as required
- Keep work area organized by collecting, filing and maintaining data/documentation
- Maintain accurate and comprehensive personnel records, departmental files etc.
- Maintain department supplies
- Prepare, process and review a variety of documents such as applications and employee files for completeness, accuracy and submission standards.
- Type a variety of documents in draft and final form, such as correspondence, forms; proofreads materials for correct grammar, spelling and punctuation.
- Use standardized filing methods and procedures, e.g. alphabetical, numerical.
- Perform any other duties required by PC Director and PC Sr Assistant

Qualifications:

- Grade 12 Diploma and/or 2 years' experience in Administration preferred but not required
- Proficient experience in MS Office
- Passionate about delivering authentic clientele service

- Strong working knowledge of communication principles and practices
- Operate a variety of office equipment including computer; related software, scanner, photocopiers, fax machines, and printers.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.

Location: Frenchman’s Head, ON
Rate: Wages start at **\$31.11/hour** **dependent on experience and qualifications*
Term: **Term (June 2025)** position
Hours: 8:30 a.m. – 4:30 p.m., 35hrs/week
Closing: **Open Until Filled.**

<p>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:</p>	<p>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</p>
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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.