



**ADMINISTRATIVE ASSISTANT
POSTING #2022-BHS-EXT-16**

Salary Range: \$36,064-\$48,086
(Salary based on education and experience)

About FFTAHS

Fort Frances Tribal Area Health Services (FFTAHS) is a multi-faceted, accredited organization with a diversity of programs and is a leader in innovative wholistic services that promote a bi-cultural approach to health and wellness. FFTAHS works closely with the 10 Fort Frances region First Nation communities, partners and funders to improve the health and wellness of the communities it serves.

Position Summary

Provides administrative support services to the Behavioural Health Services and Health Services teams.

Qualifications

- 1 or 2 year diploma in Office Administration or equivalent
- 2 years' experience in an office setting and proficient in the use of software programs including Microsoft Office (ie Word, Excel, and Power Point)
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check

Requirements for Submission

Candidates are invited to submit a completed employment application form (found at www.fftahs.com/employment), along with a cover letter and resume, including three employment-related references, one being from a current or most recent supervisor. Please reference the competition **#2022-BHS-EXT-16** on your cover letter and envelope, if applicable, no later than **4:00 pm CST on Friday, July 23, 2021**.

Hiring Committee
Mail: P.O. Box 608, Fort Frances, ON, P9A 3M9
E-mail: humanresources@fftahs.org

Job Description is available upon request.

FFTAHS is an equal opportunity employer, Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.