



EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax 807-755-5696

INTERNAL EMPLOYMENT OPPORTUNITY **Band Office Clerk**

The Band Office Clerk is the first contact for all inquiries concerning First Nation matters and operations through telephone, fax, email, direct contact and/or other technical modes of communication. The Band Office Clerk fulfills all clerical duties as per First Nation Government requirements. The Band Office Clerk will and will provide clerical support to Chief and Council, and other program staff.

Duties/Responsibilities

- Daily Communications with Chief and Council and program Staff.
- Monitor Staff through in/out Board
- Receive incoming calls, inquiries, information, transfer/record/distribute messages to appropriate staff.
- Assist with the telephone messaging system as required by staff.
- Receive and distribute incoming mail and prepare outgoing mail.
- Maintain effective central filing system ensuring that all information is filed and stored accordingly.
- Monitor the main office area and ensure the availability of coffee for visitors.
- Prepare and distribute incoming mail, program information, meeting minutes and other documentation as required.
- Prepare, file and record BCR's for Chief and Council and other program staff.
- Prepare and place notices, events, activities on the community notice monitor.
- Provide clerical support to Chief and Council and other staff.
- Assist with coordination of travel arrangement for Chief and Council.
- Ensure that office equipment is in proper working order and regular maintenance is arranged.
- Establish a daily Routine and perform typing and clerical functions.
- Complete attendance reports and monitor staff time off.
- Maintain First Nation email and update web page.
- Ensure office supplies are available for all employees and prepare order lists to ensure adequate supplies.
- Maintain confidentiality and ensure a respectful approach when dealing with the public and staff.
- Participate in various training opportunities if required.
- Assist with Travel arrangements and appointment bookings for Chief and Council
- Shred confidential/outdated documents.
- Other duties as assigned.

Qualifications:

- Grade 12 level of education
- Computer skills in Microsoft Office (Word/Excel), Windows, Internet Explorer, Outlook.
- Must be a team player and accountable.
- Excellent Organizational and Communication Skills
- Previous Office Skills Required-Word processing and data entry.
- Must be accountable, dependable, and punctual.
- Access to a vehicle is an asset.
- Positive criminal Reference Check

Please forward a cover letter and detailed resume including three references by May 26, 2023 to:

Chief and Council
Eagle Lake First Nation
Box 1001
Migisi Sahgaigan, Ontario, P0V 3H0