



# PAYUKOTAYNO

## James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Administrative Support Worker
<b>DEPARTMENT</b>	Child Care and Resources
<b>REPORTS TO</b>	Director of Services (or designate)
<b>CLASSIFICATION</b>	Full-Time, Permanent Position
<b>LOCATION</b>	Moose Factory, ON
<b>POSTING DATE</b>	February 12, 2024
<b>CLOSING DATE</b>	February 23, 2024 @ 4:30 pm
<b>COMPETITION NUMBER</b>	19-24

### POSITION RESPONSIBILITIES:

This is an administrative/clerical position with responsibility for general secretarial and clerical services including receptionist duties for assigned office. Administrative Support Worker positions also provide support and clerical duties to specific departments within Payukotayno: James & Hudson Bay Family Services. This position will mainly support the Child Care and Resources Department and will be assigned duties from other departments, as required.

### QUALIFICATIONS:

- Ontario Secondary School Diploma
- Relevant work experience in secretarial/office setting
- Excellent Communication Skills with experience in working with the public
- Excellent computer skills with direct experience on Microsoft Word, Excel programs and online meeting platforms.
- Ability to speak Cree an asset
- Excellent organizational skills and demonstrated ability to set priorities and work effectively under pressure
- Ontario Driver's License and proof of COVID-19 vaccinations are required

**SALARY:** \$55,171 - \$62,498 with excellent benefits package

For a more detailed job description, please contact Human Resources at [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**SUBMIT COVER LETTER, RESUME & (3) THREE WORK REFERENCES (WITH EMAIL ADDRESSES) AND PERMISSION TO CONTACT, TO:**

Director of Human Resources  
 Payukotayno: James & Hudson Bay Family Services  
 P.O. Box 189 Moosonee, ON P0L 1Y0 Fax: (844)444-0627  
 E-mail: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

We are an equal opportunity Employer. If you require a disability related accommodation to participate in the recruitment process, please contact the Human Resources Department