



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Administrative Support Worker
DEPARTMENT	Foster Care/Adoption
REPORTS TO	Services Supervisor, Foster Care/Adoption
CLASSIFICATION	Term, 6 months
LOCATION	Moosonee, ON
POSTING DATE	July 8, 2024
CLOSING DATE	July 22, 2024 @ 4:30 pm
COMPETITION NUMBER	136-24

POSITION SUMMARY:

This is an administrative/clerical position with responsibility for general secretarial and clerical services including receptionist duties for the Foster Care Department.

QUALIFICATIONS:

- Ontario Secondary School Diploma
- Relevant work experience in secretarial/office setting
- Excellent computer skills with direct experience on MS Word, Excel programs and online meeting platforms
- Ability to speak Cree an asset
- Excellent organizational skills
- Ability to provide a clear Criminal Record Check
- Vald Class G Driver's License is mandatory

SALARY: \$31.15/hr. plus 4% in lieu of benefits

Job Description is available by email at hr@payukotayno.ca

SUBMIT COVER LETTER, RESUME AND THREE (3) 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

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