



## **Clerical Assistant**

The Anishinabek/Ontario Fisheries Resource Centre (A/OFRC) is a not-for-profit corporation established by agreement between the Anishinabek Nation and the Ontario Government, to further the knowledge and conservation of fisheries resources of interest to member First Nations and Ontario's stakeholders.

The A/OFRC is seeking a permanent part-time **Clerical Assistant** with demonstrated experience, who will provide support to the Office Administrator.

**Responsibilities:** Under the leadership of the Office Administrator and working in a team environment the successful candidate will be responsible for providing general clerical support, report formatting and distribution, maintaining files and archives, and organizing, arranging, and documenting meetings. This individual will also assist the Office Administrator with day to day bookkeeping tasks.

**Work Conditions:** The position is based in our North Bay office. Work schedule is generally 3 days per week, 8:30 – 4:30, with some flexibility.

### **Qualifications:**

- Understanding of First Nation culture
- relevant training or qualification
- knowledge and experience of relevant software applications - spreadsheets, word processing, and database management
- knowledge of administrative and clerical procedures
- knowledge of business principles
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing correspondence and documents
- proven experience in information and communication management
- Exceptional organizational skills
- Ability to work independently

### **Salary:**

\$16 - \$20.50/hour, commensurate with experience. This position is eligible to apply for benefit coverage through our employee plan.

Potential candidates should provide a covering letter outlining their qualifications and a resume no later than February 24<sup>th</sup>, 2012; to the General Manager, A/OFRC, 755 Wallace Road, Unit #5, North Bay, Ontario, P1A 0E7. Applicants may also forward cover letters/resumes directly to [edesson@aofrc.org](mailto:edesson@aofrc.org).