



Zhaawnong Gamik *Nishnawbe Homes Inc.*

Employment Opportunity **Administrative Assistant Trainee**

Nishnawbe Homes Inc. is a growing Non Profit corporation that provides affordable housing in downtown Toronto. We are committed to assisting the Aboriginal community with housing needs.

This trainee position will enable an unemployed/under employed Aboriginal person an opportunity to gain valuable work training experience in nonprofit housing and administration.

DUTIES:

- Greet staff, tenants and visitors of Nishnawbe Homes Zhaawnong Gamik; direct all visitors to the appropriate location and services;
- Be courteous, polite and helpful to all staff, tenants and visitors;
- Provide professional telephone etiquette directing all calls to appropriate locations, taking messages;
- Processing incoming/outgoing mail and courier distribution;
- Assist with tenant application;
- Work as a team member within all of Nishnawbe Homes administration;
- Other duties as requested

QUALIFICATIONS

- Must be able to work in a team setting;
- Reception/administration an asset
- Have general knowledge of Microsoft Office applications;
- Knowledge of working with the Aboriginal community;
- Must be able to respect confidentiality

All interested candidates must be registered at Miziwe Biik Aboriginal Employment & Training

Please forward your resume, cover letter and 3 references to:

ATTENTION: Hiring Committee

244 Church Street

Toronto, ON M5B 1Z3

PHONE: 416-368-7651 Ext. 115

FAX: 416 368 4016

EMAIL: Eileen.nishhomes@gmail.com

CLOSING DATE: March 23, 2018

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*****SUBJECT TO GOVERNMENT FUNDING*****