



Zhaawnong Gamik Nishnawbe Homes Inc.

Employment Opportunity Administrative Assistant Trainee

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

This position is a training opportunity for an unemployed/under employed Aboriginal person to gain valuable work and training experience in nonprofit housing and administration until March 31st 2020. Must be registered with Miziwe Biik Aboriginal Employment and Training.

DUTIES:

- Be courteous, polite and helpful to all staff, tenants and visitors; Answer phones, direct calls to appropriate people and departments
- Assisting with housing applications;
- Clerical duties, banking
- 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;
- Customer service skills are an asset
- Have general knowledge of Microsoft Office applications;
- Knowledge of working with the Aboriginal community;
- Must be able to respect confidentiality;

Please forward your resume, and client registration form:

*ATTENTION: Hiring Committee
244 Church Street
Toronto, ON M5B 1Z3
FAX: 416 368 4016
Eileen.nishhomes@gmail.com*

CLOSING DATE: April 19, 2019



**Service
Canada**