



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

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

ATTENTION: Hiring Committee
244 Church Street
Toronto, ON M5B 1Z3
FAX: 416 368 4016

CLOSING DATE: September 18th, 2020



Canada

SUBJECT TO GOVERNMENT FUNDING