



## EMPLOYMENT OPPORTUNITY

### Education Manager Assistant

The Education Manager Assistant will assist with the Education Manager with administrative/clerical tasks. And, will also be responsible for providing the Education Manager with support with filing, drafting letters, arranging/scheduling appointments, note taking, data collection and file organization.

**Salary range:** To be discussed upon hire.

#### A. Job Recruitments

- Min 2 years office experience
- Criminal Record Check (CPIC)
- 2 years legal office background
- Clean drivers abstract

#### B. Duties and Responsibilities

- Provide administrative and clerking assistance to the Education Manager Program.
- Assist with the management of the Program's filing system.
- Assist with data collection and reporting.
- Perform other duties as assigned.

#### C. Qualifications

- Grade 12 Diploma or Equivalent
- Valid G Driver's License
- Proficiency in Microsoft Office Applications (Word/Excel/PowerPoint)
- Previous experience using database programs for statistical reporting and documentation.
- Ability to work as part of a team or independently.
- Must be dependable/reliable and committed to client services.

#### D. Special Requirements

- **Confidentiality:** The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.
- **Travel:** On occasion, some travel may be required.
- **Training:** The incumbent must be willing to participate in professional training/conferences to develop and maintain knowledge, skills, and expertise necessary to achieve positive results.
- **How to Apply:** Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by fax, mail, had delivered or email to,

**Carol Wheatley, Executive Director  
Magnetawan First Nation  
10 Regional Rd, Hwy 529  
Britt, ON P0G 1A0**

**Email: [carol.wheatley@magfn.com](mailto:carol.wheatley@magfn.com)**

**Closing Date: When position is filled.**