Village of Fort Simpson
EMPLOYMENT OPPORTUNITY

AS & WHEN ADMIN ASSISTANT/RECEPTIONIST

PART-TIME POSITION

- This is a part-time casual position.

QUALIFICATIONS

- Completion of Grade 12 or equivalency
- Experience in an office setting
- Must have good computer skills including Microsoft Office (Word, Excel, Etc.)
- Knowledge of basic bookkeeping
- Effective written communication skills
- Ability to work with the general public in a professional and friendly manner
- Must possess strong organizational skills

DUTIES

- Provide administrative and clerical services to the Senior Administrative Officer
- Basic Accounting/Bookkeeping and cash receipting
- Attend Council meeting, record and prepare meeting minutes
- Update and maintain filing system
- Any other duties as required

SALARY

- This is a unionized position and is compensated at Range 4 of the Collective Agreement $29.53 per hour
- Benefits as per the Collective Agreement

CLOSING DATE

- Open until filled

Criminal Record Check Required

APPLICATIONS/RESUMES

Please quote the position title and send a cover letter and resume to:

Mail: Kevin Corrigan
Senior Administrative Officer
Village of Fort Simpson
Box 438, Fort Simpson, NT, X0E 0N0

Email: kcorrigan@fortsimpson.com

Fax: (867) 695-2005

In Person: Village Office, 9401-100th Street, Fort Simpson, NT

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED