



# Five Nations Energy Inc.

Bringing power to Western James Bay

Five Nations Energy Inc. (FNEI) is seeking an **Office Manager** for its Timmins Office.

## Position Overview

The Office Manager's position is a major integral part of Five Nations Energy Inc. (FNEI), to provide overall executive/administrative support to the following:

- Chief Executive Officer;
- Board of Directors;
- Committees of the Board;
- Finance and Administration;
- Maintenance and Operations department;
- FNEI Auditor;
- Related entities, as required
- Provide direct supervision for the position of Receptionist/Office Assistant

**Qualifications/Experience:** Minimum of Grade 12, plus five or more years work experience in an office setting in administration, management and human resources, and providing supervision of employee(s).

## Must have Skills in following areas:

- Ability to work with computers; Microsoft Office software; e-mail; websites, use of internet for research purposes; office equipment
- Must be reliable, dependable, trustworthy, punctual
- Ability to multi-task; plan & organize
- Ability to take initiative & responsibility
- Ability to exercise sound judgment and decisions
- Strong communication, interpersonal, and organizational skills
- Excellent verbal & written skills
- Respect of company's ethics/policies; and confidentiality
- Must possess a valid Ontario Driver's License
- Ability to speak Cree is a definite asset
- Familiar with First Nation Communities affiliated with FNEI

**Note:** We thank all who apply, however, only those applicants selected for an interview will be contacted.

**To Apply**, please email your Cover Letter/Resume addressed to Pat Chilton, FNEI CEO:

By email: [pchilton@fivenations.ca](mailto:pchilton@fivenations.ca)

Or by Fax: 705-268-0071

In person: 725 HWY 655, Timmins, ON (about 500m north from Ross Street)

Applications must be received by: **September 23, 2019, by 4:00 pm.**

For more information, please visit our website: [www.fivenations.ca](http://www.fivenations.ca)