



# Five Nations Energy Inc.

## EMPLOYMENT OPPORTUNITY

**POSITION:** ADMINISTRATIVE ASSISTANT  
**DEPARTMENT:** Administration  
**LOCATION:** Timmins, ON  
**TERM:** Full-Time  
**CLOSING DATE:** August 4, 2023 @ 4:00 pm

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**Attawapiskat  
First Nation**

### POSITION SUMMARY

The Administrative Assistant will report to the Office Manager and will provide reception and administrative support to facilitate and expedite the administrative operations of Five Nations Energy Inc. The Administrative Assistant will also maintain confidential records, assist and perform other related duties as required.

**Kashechewan  
First Nation**

### REQUIREMENTS

- Post-Secondary Diploma in Office Administration and /or minimum of four (4) years in an administrative or office setting
- Must have working knowledge of recording and transcribing minutes
- Must have strong written and oral communication skills
- Excellent organizational skills
- Working knowledge of Microsoft Word, Excel, Adobe Connect, PowerPoint and Outlook
- Experience working within a First Nation environment an asset
- Ability to maintain confidentiality
- Ability to work flexible hours and under minimum supervision
- Ability to plan, organize workload
- Ability to communicate in the Cree language an asset
- Valid "G" driver's license and reliable vehicle is required
- Copy of certificates/diplomas to be submitted with resume

**Fort Albany  
First Nation**

**Moose Cree  
First Nation**

### WHY JOIN OUR TEAM

Five Nations Energy Inc. offers a competitive compensation package, as well as a cohesive work environment and opportunities for development.

- ✓ Health and Dental Benefits
- ✓ Matched Pension Contributions
- ✓ Generous Vacation and Leave Entitlements

**Taykwa  
Tagamou  
Nation**

### HOW TO JOIN OUR TEAM

SUBMIT RESUME AND THREE (3) RECENT WORK REFERENCES with their phone numbers and e-mails, no later than **4:00 PM on August 4, 2023** to:

Marlene Innes  
Office Manager  
Five Nations Energy Inc.  
70C Mountjoy St. N, Suite 421  
Timmins, ON P4N 4V7

Resumes can be emailed to: [minnes@fivenations.ca](mailto:minnes@fivenations.ca) or faxed to 705-268-0071

We thank all applicants for their interest, however only selected candidates will be contacted for an interview.