



## WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

**Job Title: Housing Office Clerk**

**Department: Housing**

**Status: Full-time Contract**

**Closing Date: Thursday September 19, 2019**

### **Position:**

The Housing Office Clerk will be responsible for greeting visitors in a courteous and responsive manner, directing them to the appropriate person(s) or service(s). The Housing Office Clerk is also responsible for providing clerical assistance to the Housing Coordinator and Housing staff as well as maintaining filing records in the required ordering systems.

### **Requirements:**

- Applicants must be 15-30 years of age
- Computer literate, including knowledge of Microsoft Office an asset
- Must be able to maintain confidentiality
- Will be subject to a Criminal Reference Check

### **Responsibilities:**

- Responsible for greeting persons coming into the Housing administration office and directing them to the appropriate person, services, or providing general information
- To assist the Housing department with service delivery which reflects the Walpole Island First Nation philosophy, goals, and mission statements
- Establish a constructive working relationship with all departments within the Walpole Island First Nation Organization
- To provide clerical support as needed
- Type forms, letters, reports, and memos as necessary
- Organize, maintain, and coordinate office records and files in their proper locations
- Ensure confidentiality of employees and community member's information is maintained at all times

### **How to Apply:**

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation  
Human Resources  
Mail: 117 Tahgahoning Rd,  
Wallaceburg, ON  
N8A 4K9  
or  
Fax: 519-627-5915  
or  
Email: [Careers@wifn.org](mailto:Careers@wifn.org)

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)  
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)