



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:

FINANCE

48 Jaban Street, P.O Box 209

MOOSE FACTORY, Ontario P0L 1W0

1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:

50 Bay Road, P.O Box 189

MOOSONEE, Ontario P0L 1Y0

1(705)336-2229 Fax # 1(705)336-2492

1-866-615-1681

**** EMPLOYMENT OPPORTUNITY****

POSITION: Administrative Support Worker

CLASSIFICATION: Full Time

LOCATION: Moosonee, ON

POSITION RESPONSIBILITIES: This is an administrative/clerical position with responsibility for general secretarial and clerical services including receptionist duties for assigned office. Administrative Support Worker positions also provide support and clerical duties to specific departments within Payukotayno: James & Hudson Bay Family Services. This position will support the Child and Youth Milopemahtesewin Services (CYMS) Prevention Program.

QUALIFICATIONS: Relevant work experience in the field
Ontario Secondary School Diploma
Excellent Communication Skills & Experience working with the public
Excellent computer skills with direct experience on Microsoft Word, Excel programs and online meeting platforms.
Ability to speak Cree an asset
Valid Driver's License (mandatory)

SALARY RANGE: \$51,504 - \$58,344 annually plus an excellent benefits package which includes Northern Travel Allowance

CLOSING DATE: July 28, 2021 at 4pm

SUBMIT COVER LETTER & RESUME, THREE (3) WORK REFERENCES WITH E-MAIL ADDRESSES QUOTING COMPETITION NUMBER #83-21, TO:

Human Resources Manager
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189 Moosonee, ON P0L 1Y0
Fax: (705)999-4940 E-Mail: hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

We are an equal opportunity Employer. If you require disability-related accommodation in order to participate in the recruitment process, please contact the Human Resources Department

Clinical Unit
P.O Box 189
Moosonee, ON.

P0L 1Y0
Ph: #705-336-0058
Fx: #705-336-0062

Niska Way Office
P.O Box 209
Moose Factory,
ON.

P0L 1W0
Ph: #705-658-2701
Fx: #705-658-2702

Fort Albany Office
P.O Box 123
Fort Albany, ON.

P0L 1H0
Ph: #705-278-4856
Fx: #705-278-4854

Kashechewan Office
P.O Box 241
Kashechewan, ON.

P0L 1S0
Ph: #705-275-4535
Fx: #705-275-1155

Attawapiskat Office
Gen. Del.
Attawapiskat, ON.

P0L 1A0
Ph: #705-997-2271
Fx: #705-997-2299

Peawanuck Office
P.O Box 64
Peawanuck, ON.

P0L 2H0
Ph: #705-473-2663
Fx: #705-473-2664