



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Summer Student – Maawn Doosh Gumig - Reception Assistant

Location: Sarnia, ON

Duration: 30 Hours/week (July 10th, 2023 - August 25th, 2023)

Posting Closes/Deadline: June 23rd, 2023

Interview Date(s): June 28th & 29th, 2023

Position Summary:

Under the direction of the Community Services Coordinator, the summer student will assist in the daily operations of the front desk reception. The student will answer and direct calls to appropriate employees, take messages, greet public, direct outgoing/ingoing mail to correct location, operate photocopier and fax machine, and perform other clerical duties that may arise.

Requirements:

- First Aid/CPR Training
- Health & Safety/WHMIS Training
- Budgeting Training
- Customer Service Training
- Resume Building Training
- Interview Skills Training
- Must be a student enrolled in a post secondary or secondary school and returning in the fall.
- Must have a Social Insurance Number
- Under the age of 30
- Preference given to Aamjiwnaang First Nation Band Member

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Ashley Fisher
Human Resources Officer

Or

humanresource@aamjiwnaang.ca

Or

519-336-0382 fax