



Rainy River First Nations

Invites applications for the position of

Housing Manager Assistant

Job Description:

Rainy River First Nations is seeking applications for a Housing Manager Assistant. Duties will include Filing, Organizing the office to move to a new location, Data entry, Filing other duties as required.

Qualifications:

- Minimum of Grade 12 Diploma or equivalent;
- Preference of College diploma in administration
- Minimum of 2 year's experience in clerical and/or administrative support

Terms and Conditions:

- Must be able to provide a current Criminal Reference Check, with Vulnerable Sector Screen satisfactory to the First Nations;
- Must adhere to the Rainy River First Nations Drug Testing Policy;
- Must have a valid driver's license and access to a vehicle.

Please apply in writing by **4:00 PM on Friday, July 26, 2019**.

Applications must include a cover letter, current resume, and three (3) employment related references (two (2) of which must be from a current or recent supervisor) with permission to contact these references.

Complete job description available upon request.

Please submit application to:

Verna DeBungie,

Human Resources

Rainy River First Nations

P.O. Box 450

Emo ON, P0W 1E0

Email: v.debungie@rrfns.com

For further information, please contact Verna DeBungie at (807) 482-2479 ext. 249.

We thank all applicants but only those invited for an interview will be contacted.

The Rainy River First Nation is an equal opportunity employer.