



## **Sioux Lookout Area Aboriginal Management Board**

80 Front Street, Sioux Lookout, Ontario

P8T 1A1

|phone# 807-737-4047, Fax #807-737-4048

PROGRAM: Canada Summer Jobs

JOB DESCRIPTION: Secretary/Reception Assistant

### **Job Summary**

To assist in the office administration as well as receptionist duties as needed. Duties will be typing documents, filing, office supplies inventory, logging of incoming and outgoing mail, errands to post office, banks. Assisting with Board meeting packages. Making sure all equipment is turned off at the end of the day and doors locked.

### **Accountability**

The student will be accountable to Coordinator and the Finance Officer. All employees are expected to give notice of any eligible absences, such as due to illness.

The student will be given the administration package to read upon starting at SLAAMB and will sign a “Declaration to Protect Confidentiality of Information” form. Our organization serves 25 communities and various individuals from those communities for training and employment purposes. For more information our website is [www.slaamb.on.ca](http://www.slaamb.on.ca)

**Starting Date: July 4, 2016**

**Resume, Covering Letter with reference by 4:00 PM June 29 @4:00 PM**