



Anishinabek Employment and Training Services

Administrative Assistant – Thunder Bay (Full time starting in November 2018)

Please visit www.aets.org/career-opportunities for more details this on job opportunity.

Qualifications: Post-Secondary Diploma/Degree preferred. Experience in service delivery of labour market programs; or a combination of education & training with minimum of 3 years related work experience in labour market program delivery and working with a client database. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Access, Excel, PowerPoint, Publisher and Outlook; previous experience in working with First Nation clients; Valid Class G Driver's Licence and willingness for some travel preferred.

Interested candidates are invited to submit a cover letter (including a salary range), resume and the names of three references by Friday November 9, 2018 at 12:00pm via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.