



## ANISHINABEK EMPLOYMENT & TRAINING SERVICES

Serving the members of: Animbiigoo Zaagiigan Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Kiashke Zaaging Anishinabek, Michipicoten First Nation, Ojibways of the Pic River First Nation, Pays Plat First Nation, Pic Mobert First Nation, Red Rock Band, Bingwi Neyaashi Anishinaabek

Anishinabek Employment & Training Services provides human resource development programs and services to the on- and off-reserve members of 8 participating First Nations. AETS operates in conjunction with the Aboriginal Skills & Employment Training agreement between Human Resources and Social Development Canada and the Anishinabek.

### ANISHINABEK EMPLOYMENT AND TRAINING SERVICES

Currently has a vacancy for an  
ADMINISTRATIVE ASSISTANT (Permanent Full-Time)

In addition to reception, telephone, and other general office assistance, this position will involve employment-related duties, including assisting clients with job search and resume preparation; input of client and project information into client database; preparation of correspondence, including taking minutes at meetings; and, development of program activity and statistical reports.

**Essential qualifications** include a working knowledge of Microsoft Office, Access, Excel, Microsoft PowerPoint, and Outlook. Candidates must have a Grade 12 Diploma and/or a relevant certificate or diploma from a Community or Business College. Previous work experience utilizing Access and data base entry.

The successful candidate must possess strong organization and time management skills, be able to work well with others while maintaining confidentiality, and possess excellent presentation, written and verbal communication skills. Knowledge of Human Resources Development Canada programs and services would be a definite asset.

Candidates must clearly identify how they meet the essential qualifications.

Salary to commensurate with training and experience.

Please submit your resume with covering letter and three (3) references to:

Hiring Committee  
Anishinabek Employment and Training Services  
277 Park Avenue  
Thunder Bay, Ontario P7A 4B1  
Telephone: (807) 346-0307 Fax (807) 346-0310

Closing Date: Friday, February 24 at 4:30 p.m.

We wish to thank all who apply; however, only those selected for interviews will be contacted.

Or by email: [aets@aets.org](mailto:aets@aets.org)

Members of Participating First Nations are encouraged to apply