

Position: Summer Student (Administrative Support Assistant)

Closing: Posting will remain open until position is filled

Term: Anticipated up to 16 weeks (May – August)

We are currently seeking a motivated, conscientious, self-starting full time student to join our team as an **Administrative Support Assistant**, located in **Dryden, Ontario**. This is a great opportunity for a current student who self-identifies as First Nations, Inuit or, Métis, who is pursuing a college diploma or university degree in a field related to Office Administration, Finance or Business.

Duties and responsibilities will include, but not be limited to, the following:

- Support OAHS's mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Maintain electronic and manual filing systems for program and office administration;
- Maintain program related databases through input and reporting;
- Open, log and distribute incoming mail;
- Prepare routine responses through hard copy or email processes;
- Handle tenant inquiries and contractor queries;
- Receptionist duties including greeting visitors, answering phone calls and providing requested material;
- Assist Property Management team with other related duties.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people;
- Currently completing a college diploma or university degree in a field related to Office Administration, Finance or Business;
- Ability to work independently and within a team environment, with a focus on quality and accuracy;
- Strong problem-solving skills and the ability to use sound judgment;
- Excellent customer service skills;
- Demonstrated ability to communicate both written and orally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Strong interpersonal, organizational and analytical skills;
- Proficiency with MS Word, Outlook, and Excel

The successful candidate will have the following Program Requirements:

- is between 15 and 30 years of age at the start of the employment;
- was registered as a full-time student in the current academic year and intend to return to school on a full-time basis in the next academic year;
- is a Canadian citizen or permanent resident; and
- is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. Please apply with your cover letter and current resume, using one of the following two options:

- Email to HRDRY@oahssc.ca or
- Mail or hand-deliver to: Racheal Spina

Human Resources

Ontario Aboriginal Housing Services Corporation
500 Bay Street, Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.