



# Constance Lake Education Authority

2 Musko Road  
P.O. Box 5000  
Constance Lake First Nation  
Constance Lake, Ontario  
P0L 1B0

Ph: (705) 463-1199  
Fx: (705) 463-2077  
Website: [www.cfn.on.ca](http://www.cfn.on.ca)

## EMPLOYMENT OPPORTUNITY

Posting date: May 28, 2020

Constance Lake Education Authority Board is accepting applications for (1) one

### **School Secretary/Receptionist**

**Location:** Mamawmatawa Holistic Education Centre

#### **OVERVIEW:**

Constance Lake Education Authority is seeking a highly motivated person to fill the position of the School Secretary/Receptionist who will provide administrative support to the Mamawmatawa Holistic Education Centre and Constance Lake Education Authority. The Secretary/Receptionist is a key member of the educational team and must possess the knowledge and the aptitudes to assist the Principals and Administration office in maintaining the overall administrative duties. This is a fulltime permanent position.

#### **QUALIFICATIONS:**

- Grade 12 diploma or equivalent education or training
- Knowledge of office equipment, computer program.
- Knowledge of filing systems and methods
- Ability to write letters, memos and other correspondence.
- Good oral and written communications skills.
- Must be multi-task oriented.
- Ability to work independently with minimal supervision.
- Must be able to handle confidential materials with discretion.
- Knowledge of administrative duties is a defiant asset.
- Ability to speak Cree/Ojibway or Oji-Cree is an Asset
- Must submit a Criminal Record Check according to CLEA policies
- Must undergo and pass a Drug and/or Alcohol test

#### **Closing Date: Opened until filled**

Interested persons should send in their resume, cover letter and three references either by mail, email, fax or in-person to:

**Ms. Joanne Martin, Administrative Assistant**  
Constance Lake First Nation Education Authority  
P.O. Box 5000, Constance Lake, Ontario P0L 1B0  
Telephone: (705) 463-1199 Facsimile: (705) 463-2077  
Email: [joanne.martin@mhec.education](mailto:joanne.martin@mhec.education)

- Only candidates selected for interviews will be contacted