



Moose Cree First Nation

EMPLOYMENT OPPORTUNITY

Casual Workers

(Variety of Positions)

Job Location: Moose Cree First Nation, Moose Factory, Ontario

Position Summary:

As a casual worker you will be working under the supervision of the department you are placed in. Casual work is a temporary work arrangement where you may be covering a position of an employee who is out of the office. Some of the positions you may be asked to cover include but are not limited to receptionist, administrative assistant, dispatcher, driver, and labourer. You can indicate on your application if you have a preference of position. This position requires no resume or cover letter. You will be required to submit an internal application which can be requested at the HR department. The hours are not guaranteed and work may be unexpected. This is a great opportunity to learn about different positions and careers you may be interested in. It is also a great way to get some work experience and help serve the community.

Qualifications/Requirements:

1. No minimum educational requirements
2. Willingness to learn and a positive attitude
3. Ability to maintain confidentiality
4. Working knowledge of Microsoft Word and Outlook is an asset
5. Ability to communicate in the Cree language an asset
6. A CPIC may be required depending on the position
7. A valid class G license is an asset

Salary: \$14.00 - \$18.00 per hour

References: Not Required

Submit Resume to: Human Resources Administrative Assistant
Moose Cree First Nation
P.O. Box 190
Moose Factory, ON POL 1W0

Fax: (705) 658-4734 or **email:** jobs@moosecree.com