



Moose Cree First Nation

EMPLOYMENT OPPORTUNITY

Helicopter Office Administrator

Competition # 19-23

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

Position Summary:

Under the general supervision of the Director of Economic Development, the incumbent will be responsible for providing administrative support to the Helicopter Services for Moose Cree. The incumbent shall be responsible for the overall coordination of the Helicopter Services office as it relates to the daily operations including ticketing; chartering; daily cash reconciliation; processing incoming and outgoing paperwork; ordering and maintaining an inventory of all helicopter services paperwork; working with Helicopter Operators and dispatching; assisting other related duties as required.

Qualifications/Requirements:

1. Experience in working within Helicopter Operations for at least 2 years
2. Successful completion of Grade 12 and/or College level courses, or equivalent.
3. Experience in an office related environment of at least two (2) years.
4. Exceptional interpersonal skills and organizational skills.
5. Proven ability to work under pressure in a safe calm, collective manner.
6. Good working knowledge of computer software programs, Microsoft Word, Excel, Outlook and the Internet.
7. Ability to lift heavy boxes, cargo, luggage etc. as needed
8. Must be able to work under minimum supervision.
9. Ability to communicate in the Cree language an asset.
10. Valid "G" or "G2" driver's license an asset.
11. Copy of certificates/diplomas must be submitted.

Wage: \$18.00/hour

Duration: Short Term

References: Two recent employment references with cover letter and resume and permission to contact.

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

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

Deadline for Resume: Tuesday, April 2nd, 2019 at @ 4:00pm.

Job Description: Available Upon Request

Only those selected for an interview will be contacted