



Ojibway Nation of Saugeen
18C Sapay Street
Savant Lake, ON
P0V2S0

P (807)928-2824 ext. 1
F (807)928-2710

Employment Opportunity

Job Title: Housing & Public Works Administrative Support
Location: Ojibway Nation of Saugeen
Reports To: O & M Manager
Employment Type: Full-Time, Permanent
Schedule: 40 hours per week, Monday to Friday

The Housing & Public Works Administrative Support provides financial processing, reception, and administrative support services to the Ojibway Nation of Saugeen Operations and Maintenance Department under the direction of the O & M Manager. This role is responsible for accurate data entry and financial documentation within the First Nation Financial Management System (FMIS), maintenance of housing applications, and tracking maintenance requests, while ensuring organized records, responsive front-line service, and adherence to Ojibway Nation of Saugeen policies and funding requirements. The position supports accountability, confidentiality, and respectful service delivery to community members in accordance with approved housing policies.

Key Responsibilities

- Input receipts, cheque requisitions, purchase orders, and travel claims into the First Nation Financial Management System (FMIS).
- Ensure all financial documentation is complete, coded correctly, and supported by appropriate approvals.
- Maintain organized electronic and paper financial files relating to housing applications and maintenance requests.
- Assist with tracking program expenditures and maintaining supporting documentation.
- Prepare documentation for review, reconciliation, and audit purposes.
- Follow established First Nation financial and housing policies and procedures.
- Provide administrative assistance to the O & M Manager, including placing orders with vendors for various building and maintenance materials.
- Maintain organized filing systems, both paper and electronic.
- Draft routine correspondence and internal documentation.
- Assist with data entry and compilation of information for reporting purposes.

- Support the coordination of housing meetings as required in accordance with the Housing Policy.
- Serve as the first point of contact for community members and visitors.
- Answer telephone inquiries and direct calls appropriately.
- Provide general information regarding programs and services.
- Assist clients with completing forms and directing them to appropriate staff.
- Maintain a welcoming, respectful, and culturally safe office environment.
- Maintain strict confidentiality of financial and client information.
- Ensure documentation meets organizational and funding standards.
- Support compliance with Band Council Resolutions and funding agreements.
- Perform other related duties as assigned to support program operations.

Qualifications and Competencies

- Diploma or certificate in Business Administration, Accounting, Office Administration, or related field preferred.
- Equivalent combination of education and relevant clerical experience may be considered.
- Experience with financial data entry, bookkeeping support, or accounts payable processing.
- Experience working within a First Nation or Indigenous organization considered an asset.
- Clear criminal record check.
- Valid Ontario driver's licence and reliable transportation preferred.
- Strong attention to detail and accuracy in financial data entry.
- Knowledge of basic accounting principles and financial documentation.
- Professional reception and client service skills.
- High level of confidentiality and discretion.
- Strong organizational and time management skills.
- Ability to manage multiple priorities in a busy office environment.
- Proficiency in Microsoft Office and data entry systems.
- Familiarity with electronic document management systems is considered an asset.
- Cultural awareness and understanding of First Nation governance and community values.

Schedule & Compensation

- Full-time position based on 40 hours/week, Monday to Friday, with flexibility required for seasonal priorities, special events, and operational needs.
- Salary starting at \$23.50 per hour.
- Benefits and pension eligibility may be provided in accordance with band policy, where applicable.

Working Conditions

- Primarily office-based with daily interaction with community members.
- Requires sustained attention to detail and accuracy.
- High level of confidentiality required.
- Works within a culturally grounded environment emphasizing accountability and respectful service.

How to Apply

Please send your resume and a cover letter to ian.beardy@ojibwaynationofsaugeen.ca with the subject line: Housing & Public Works Administrative Support Application - [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.