



## **EMPLOYMENT OPPORTUNITY**

### **LANDS OFFICE ASSISTANT**

**\*RE-POST\***

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#### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a temporary **Lands Office Assistant** to join our Administration for a short-term contract from July 2019 to March 2020. The Lands Office Assistant reports to the Lands Manager and is responsible for providing administrative and clerical support for land management, lease management, and all other services of the Henvey Inlet First Nation Lands Office. This position requires excellent organization and written and verbal communication skills.

#### **MAIN RESPONSIBILITIES**

The Lands Office Assistant will be responsible to:

- Coordinate and prepare for Lands meetings by contacting members and distributing meeting agendas and packages
- Attend Lands meetings, take minutes and support Lands Advisory Committee as required
- File Lands documents and maintain Lands filing system in an organized manner
- Prepare various letters and documents for the Lands Office
- Assist the Lands Manager with preparation of the Lands Office's newsletters and reports
- Provide support to the Lands Manager regarding lease management duties
- Research information using the First Nations Land Registry system and analyze and interpret data related to the land and environment
- Prepare documentation for the Lands Manager in relation to registering transactions into the database and maintain hard files of the Registry
- Answer incoming calls to the Lands Office and provide information regarding Henvey Inlet First Nation Land Code laws, policies and procedures as required
- Assist and direct public to appropriate land management resources and contacts
- Respond to general enquiries from the Membership and public and provide written correspondence as required
- Assist with specific Lands projects as outlined in the annualized work plan
- Draft and review various policies as required
- Attend and participate in lands management and other training courses and workshops when required
- Other duties as assigned from time to time by Chief and Council or the Director of Finance/Administration

#### **QUALIFICATIONS**

- Grade 12 diploma or equivalent
- Previous Lands Management Administration experience an asset
- Geographical Information System (GIS) and Global Positioning System (GPS) training is an asset
- Basic computer and typing skills
- Experience using Microsoft Word and Excel
- Previous data collection and analysis experience

- Working knowledge of the First Nations Land Management Act and Henvey Inlet First Nation Land Code Policies and Procedures
- Current First Aid and CPR Level C an asset
- Excellent customer service and written and verbal communication skills
- Exceptional organization and time-management skills
- High level of personal integrity and ability to maintain strict confidentiality required
- Valid Ontario Class G Driver's License
- Access to a reliable, insured vehicle
- Willingness to travel for meetings related to the LAB/RC First Nations Land Management
- Possession of a valid Boat License is an asset

### **HOURS OF WORK**

Full-Time – 31.5 hrs/week

### **REMUNERATION**

\$23/hour

### **START DATE**

As soon as possible

### **APPLICATION DEADLINE**

Posted until filled.

Those interested in applying should submit their resume and cover letter in confidence to:

#### **Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.