

Full Job Description

POSITION TITLE	Technical Office Summer Student
DEPARTMENT	Technical Unit
SUPERVISOR	Technical Unit Manager
SALARY	Commensurate of experience and qualifications
REPORTING	Windigo First Nations Council

Summary of Duties

Under the direction of the Tech Unit Manager the Tech Office Assistant will assist the Tech Unit staff in providing professional and technical services to the Windigo Communities and will assist the Tech Unit in project development, preparation of reports, submissions, organization and data management, correspondence, and computer functions.

Responsibilities

- Reports to the Technical Unit Manager.
- Assist other Tech Unit staff in providing technical support to Windigo communities as assigned by the Manager.
- Provides assistance in day-to-day operations of the Tech Unit when necessary
- Assist in the development and preparation of reports, including;
- Word processing, formatting, spreadsheets, photo editing, scanning and auto-cad etc.
- Assist staff in fieldwork (traveling when necessary);
- Site visits and inspections,
- Surveying,
- Field studies, assessments,
- Monitoring and report logs, and
- Community surveys and consultations.
- Attend and assist in the preparation of meetings in the communities that pertain to projects assigned to,
- Assist department in administrative support when required,
- Maintaining a professional and friendly attitude while being punctual and efficient in the office environment.

Qualifications

- High School Diploma or higher
- Experience in or knowledge of technical writing
- Strong organizational skills
- Knowledge of office procedures and equipment
- Ability to communicate in Oji-Cree a definite asset
- Must have a social insurance number
- Must be returning to school in fall of 2019
- Interest or enrollment in science or engineering preferred
- Strong knowledge of computer programs (Word, Excel, Outlook, e-mail, Adobe Acrobat, AutoCAD, etc.).

Assets

- Understanding of Aboriginal Cultural Traditions and practices

- Strong organizational skills
- Good problem solving
- Ability to communicate effectively
- Ability to work unsupervised
- Research skills
- Must be a team-player
- Ability to communicate in Oji-Cree an asset

Salary will be commensurate with experience and qualifications.