



First Nation Administration

P.O. Box 1, Fort Albany, ON P0L 1H0
Tel: (705)-278-1044 Fax: (705)-278-1193

JOB OPPORTUNITY

Title: Housing Clerk	Reports to: Housing Coordinator
Location: First Nation Office	Department: Housing
Date Posted: December 4, 2018	Duration: Full time

Job Summary

The Interim Housing Clerk is directly responsible for administrative support, performing data entry and related duties in calculation, preparation and issuance of bills, rental payments and account statements for Housing. This includes maintaining ledgers, credit balances and resolving account irregularities. This position involves diplomatic interaction with customers to provide billing information and support in order to facilitate swift payment of invoices, rent payments due to Housing, as well as taking meeting minutes. The Housing Clerk needs to show assertiveness but at the same time elicit a professional attitude when dealing with clients. The Housing Clerk will also be perform other administrative duties assigned by Housing Coordinator.

Applicant can drop off, fax or e-mail their cover letter, resumes and 3 references to:

Human Resources
Fort Albany First Nation
Box 1, Fort Albany ON
P0L 1H0
Phone: 705-278-1044
Fax: 705-278-1193
Email: msolomon@fafnmail.com

Deadline for Resumes, Cover Letters is December 18, 2018 @ 4:00 pm