



## Employment Opportunity

**Job Title:** On-Call Casual Employee

**Location of positions:** Corner Brook, Glenwood, Grand Falls-Windsor and St. George's Offices

**Hours of Work:** As Required

**Job Description:** Qalipu First Nation is currently seeking individuals to fill the On-Call Casual list. Employees placed on the list will be hired on a temporary basis to fill short term positions as required. Please note that Interested applicants will be required to re-apply each year.

**Responsibilities:** Employees hired to fill the On-Call Casual list will be responsible for the requirements of the position that they are hired to fill. Responsibilities vary with each position, they may include but are not limited to the following:

- Preparation of documents using: computer word processing, spreadsheet, and database software;
- Provide secretarial and administrative support;
- Provide support to employees of the Finance Department;
- Contacting members to obtain information; Conducting surveys;
- Code and file material according to the established procedures;
- Other duties as required.

**Qualifications:** Post-secondary education in Office or Business Administration or other similar education.

**Working Conditions:** The majority of positions are office based. However, on occasion employees may be required to work off site.

**Apply:** Please apply electronically using MS Word with resume, cover letter and three professional references to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) subject line: **On-Call Casual Employee**. Copies of Diplomas/Certificates are required. If you are a member of Qalipu First Nation Please indicate it in your letter.

Qalipu Mi'kmaq First Nation  
Attention: Mrs. Janet McAuley, Office Manager  
3 Church Street Corner Brook, NL  
A2H 2Z4

**Deadline for receipt of Cover Letter and Resume:** Friday, December 14, 2018 at 4:00 P.M.