



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

Rate of Pay: \$13.00/hr

Qalipu First Nation achieved recognition under the Indian Act in 2011 and currently represents 24,474 members in nine (9) geographical wards. The Band has four (4) offices located in Corner Brook, St. George's, Glenwood and Grand Falls-Windsor. It offers programming and support in health, tourism development, education, economic development, natural resource conservation and culture and heritage.

Job Description and Requirements: Qalipu First Nation is currently seeking individuals to fill the On-Call Casual list. Employees placed on the list may 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 to remain active on the list.

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. Responsibilities 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 to management and other staff
- Code and file material according to the established procedures
- Make travel, meeting and other arrangements
- Provide support to employees of the Finance Department
- Contact members to obtain information
- Conduct surveys
- 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 cover letter, resume, copies of diplomas/certificates and three (3) current business references to: jobopportunities@qalipu.ca subject line **"On-Call Casual Employee"**

Please indicate in your letter if you are a member of Qalipu First Nation.

Deadline Date: Cover Letter/Resume/Diplomas and Certificates must be received by Friday, Nov 18, 2016 at 4:00 P.M.

Qalipu First Nation
Attention: Mrs. Janet McAuley
Office Manager
3 Church Street Corner Brook, NL
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