



Employment Opportunity

Job Title: On-Call Casual Employee

Location of positions: Corner Brook, Glenwood, Grand Falls-Windsor, Stephenville 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. 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.

Documentation Required: Diplomas/Certificates for Post-Secondary Education & Training, a Criminal Records Check and a Vulnerable Sector Query.

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 subject line: **On-Call Casual Employee.**

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

Deadline for receipt of Cover Letter and Resume: Friday, October 18, 2019 at 4:00 P.M.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation please indicate it in your cover letter.