

Shibogama Technical Services
Position Description

Position: Project Assistant
Department: Technical Unit, Sioux Lookout
General Supervisor: Community Planner/Project Manager

POSITION SUMMARY

The Project Assistant works under the supervision of the Project Manager on special projects that promote sustainable social, economic, physical, and opportunity for professional development in First Nation communities.

QUALIFICATIONS

- Secondary School Diploma or College Diploma, University degree in related field.
- Good analytical, evaluation and assessment skills.
- Effective written and verbal communication skills.
- Good computer skills and experience with Microsoft Office Suite Software.
- Must be able to communicate over the phone.

RESPONSIBILITIES

The Project Assistant provides support to the Project Manager.

DUTIES

- Draft letters and memos as required by the Project Manager.
- Prepare 'executive summaries' on consultant reports.
- Assist with Funding Proposals Terms of References and other documents.
- Take minutes during project meetings.
- Contact suppliers, contractors, consultants, and team members associated with projects.

SALARY

Commensurate with experience.

Submit Resume: Linda Kitchkeesick, Executive Assistant & Office Manager
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(807)737-2662 or 1-888-866-2424
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Application Deadline: Open