



PLEASE POST



EMPLOYMENT OPPORTUNITY

The Ontario Federation of Indian Friendship Centres is currently accepting applications for **Administration Clerk**. This position will function within the terms of the OFIFC Personnel Policy and other applicable policies of the organization.

RESPONSIBILITY This position is responsible for ensuring accuracy in both processes of receiving and delivery of mail items and that reception requirements of the OFIFC are adequately met by maintaining efficient office and administration systems as required.

QUALIFICATIONS

- Minimum 2 years of direct work experience in handling of mail items, and reception duties;
- Must be able to accurately route mail; reading and understanding incoming mail items
- Ability to operate a scanner to properly scan and file according to our Records Management Program
- Meticulous records maintenance skills;
- Knowledge of filing systems and office procedures;
- Must have superior telephone manners and strong interpersonal skills;
- Knowledge of Microsoft Office, including Excel, Word and Access;
- Strong written and verbal skills to communicate with all levels of the organization;
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items;
- Ability to maintain internal lists for organizational use and prepare meeting minutes;
- Demonstrated organizational skills and strong analytical program-solving;
- Ability to multi-task and prioritize duties;
- Must be time efficient and dependable;
- Strong customer service orientation;
- Attention to detail in all areas of work;
- Demonstrated knowledge of the OFIFC and its programs;
- Knowledge and experience working in the urban Aboriginal community;
- Knowledge of Aboriginal language and culture a definite asset;
- High school diploma or GED required, or an acceptable combination of education and experience;
- A clear criminal reference check (CPIC) and a Vulnerable Sector search will be a condition of the employment offer.

SALARY

Up to \$36,983 per annum - dependant on qualifications and probationary grid rate applies.

SEND RESUME AND COVER LETTER TO:

Sylvia Maracle, Executive Director
Ontario Federation of Indian Friendship Centres
219 Front Street East
Toronto, ON M5A 1E8

Phone: (416) 956-7575

Fax: (416) 956-7577

Email: hr@ofifc.org

POSTING DATE: February 13, 2012

CLOSING DATE: February 29, 2012

(3 employment references will be required at the time of interview).

~Only those deemed qualified, will be contacted for an interview~