Wakenagun CFDC, 12 Centre Road, P.O. Box 308 Moose Factory, ON P0L 1W0

Employment Opportunity

Competition#: **2026-001**
Position: Office Administrator
Location: Moose Factory or Timmins
Duration: Full Time (subject to funding)
Closing Date: January 30, 2026 (4:00PM EST)

Position Summary
Under the direction of the Executive Director, the Office Administrator will ensure smooth daily operations of Wakenagun CFDC by overseeing a wide range of administrative systems and procedures, financial, and management tasks.

Requirements
- A Post Secondary education, preferably in Business or Office Administration, or a related field would be an asset.
- Extensive experience working with indigenous communities, with knowledge of Mushkegowuk cultural practices and traditions.
- Experience in office administration or a related role (1-2+ years), multi tasking, supervising staff, and a financial background.
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint) QuickBooks, Fern Software programs would be considered an asset.
- Strong interpersonal and collaboration skill to work with staff and management.
- Accuracy in data entry, reporting, and handling information.
- Strong ability to prioritize, multitask, and manage time effectively.
- Flexibility to handle changing priorities and interruptions.
- Knowledge of working with First Nation of the Mushkegowuk region.
- Ability to communicate in the Cree language would be considered an asset.
- Must have a Valid Ontario Class G Driver's License
- Current Police Record Check required.

Why join our team
Wakenagun CFDC offers a competitive compensation package, as well as a cohesive work environment and opportunities for development.
- Health and Dental Benefits
- Employee and Family Assistance Program
- Matched Pension Contributions
- Generous Vacation and Leave Entitlements

How to Join Our Team
Submit resume and Three (3) recent work references with your phone number and emails addresses, quoting Competition #2026-001 to: joycesmall@wakenagun.ca

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