

## **AMINISTRATIVE SUPPORT Employment Opportunity**

Recognizing the increased need for high quality archaeological assessment in New Brunswick, the Maliseet First Nation and the Government of New Brunswick (MFN/GNB) have create an initiative to prepare Maliseet First Nation individuals to participate in the assessment process. The first stage of this initiative is to undertake an archaeological large assessment of a proposed mining site in central New Brunswick by offering training and employment to Maliseet First Nation community members

The managing archaeological consultant is seeking to fill a number of positions within the archaeological field and support positions from First Nation communities. MFN/GNB is currently seeking candidates for Administrative Support (1 position) for a 12 week term beginning August 2015.

### **Job Description:**

#### **Primary Role:**

The role of Administrative Support personnel is to aid the Project Manager in the daily documentation and logistical requirements onsite and in Fredericton.

#### **Key responsibilities:**

- Aid in correspondence, archiving field documentation
- Ensuring adequate forms are available distributed daily to each Field Supervisor
- Monitor the onsite communications and messages are relayed to staff member
- Keep track of the location of all field crews, management and support staff through the da in the event of an emergency.
- Other duties as assigned

#### **Qualifications:**

- Experience in administrative support preferred
- Good typing and computer skills required
- Good communications skills
- Undertake physical labour in remote and difficult terrain in all weather conditions
- References supporting experience required

**Schedule:**

- Training/Orientation starts August 31<sup>st</sup>,2015
- Field work starts September 8<sup>th</sup>, 2015

**Wage:** \$16.00/hr plus 4% vacation pay and 4% statutory holidays

- Child care provided as required,
- Transportation, PPE and daily lunch will be provided
- 50 work week (includes 10 hours paid travel a week)

Submit resume via email to [apply@crmgroup.ca](mailto:apply@crmgroup.ca)

Fax to 506 457-4880

or drop off resume at your local community Employment and Training officer.