

# Employment Opportunity



## THUNDERBIRD PLAZA - ADMINISTRATIVE ASSISTANT PART-TIME EMPLOYMENT (possibly leading to full-time)

### WHO WE ARE:

Three Fires Development Corporation (TFDC) manages property assets on behalf of Walpole Island Chief and Council. We currently manage a 17-unit commercial retail plaza located immediately upon entry to our beautiful community located along the St. Clair River Delta in Southern Ontario.

**We are looking for a HIGH ENERGY, EXPERIENCED ADMINISTRATIVE ASSISTANT**

### POSITION OVERVIEW:

- Greet and assist visitors when they arrive at the office.
- Manage incoming and outgoing correspondence, documenting incoming and outgoing mail.
- Answering phones and responding to emails and other forms of communication.
- Preparation of payroll and other financial reports as requested by the Board of Directors and/or the Plaza Manager.
- Organize/maintain group benefits (life insurance), Healthcare Spending Accounts (HSA). Assist Board members and staff with the myHSA app if/when needed to submit claims.
- Working with the Auditor to complete the yearly audit (uploading of documents to the auditor portal, as needed).
- Assist with the updating of the Three Fires Development policies and procedures as needed.
- Banking (deposits, etc.).

### QUALIFICATIONS:

- Proficiency in Sage 50 is required. All aspects of Sage 50 including, but not limited to: payroll, tenant statements, reports, journal entries, bank reconciliation, accounts payable, accounts receivable, WSIB remittances, CRA remittances, T4s, Record of Employment, etc.
- 3 years experience in the field of Bookkeeping and/or Administrative Assistant.
- Proficient user of MS Office (Word, Excel, PowerPoint Outlook, etc.).
- Excellent time management skills and ability to multi-task and prioritize work.
- Proven experience in customer service.
- Previous experience in preparing minutes is an asset.
- Must have an understanding of the WIFN business climate, or other First Nation climate.

### How to Apply:

Please e-mail, fax, or deliver a **resume and 3 written references**.  
**ATTENTION: Three Fires Development Corporation, Recruitment.**  
Email: [Nadia.faulkner@threefires.biz](mailto:Nadia.faulkner@threefires.biz)

**Closes: Friday, November 17, 2023 (12:00 pm).**

Only those resumes **received** by closing deadline will be considered.

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community shareholders, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170) Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)

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