



INTERNSHIP OPPORTUNITY

Operations Administrator Intern

Summary of Position: Ed-Digenous Traditions (www.ed-digenoustraditions.ca) is a young, dynamic Indigenous small business in the marketplace seeking to fill a key position working in tandem with the Owner-Entrepreneur to exceed customer needs. With the support of Northern Ontario Heritage Fund Corporation, we seek an Indigenous person that meets our criteria: educated, new entrant to the workforce, unemployed/underemployed, entering a new field and is keen to fulfill an exciting Internship to grow our business.

Duties:

- Fulfill Administrative duties for the business and manage our office environment.
- Update records for clients and sales, manage file management system.
- Update bookkeeping system and bank records.
- Keep track of government filings and accounts.
- Assist with daily postal mail receipts and shipping of customer orders.
- Manage telephone contacts, customer inquiries, and update record of communications.
- Assist with customer invoicing, invoice collections, and order issues.
- Assist with stock of product inventory, raw materials, and production inputs.
- Assist with plans for events, conferences, meetings and client interactions.
- Other duties as required to meet client demands and fulfilling product orders.

Accountability:

- The Operations Administrator Intern will report directly to the Owner-Entrepreneur for work performance.

Qualifications:

- Excellent work history, punctual, responsible, independent, and great people skills.
- Eager to train, learn, and grow as a valuable employee.
- Secondary education completion or High School equivalency.
- Excellent proficiency with computer software: website, bookkeeping, communications.
- Demonstrated ability to work in a fast-paced, dynamic, business environment.

Terms: 52-weeks, full-time contract, 40-hour work week within Thunder Bay.

Start Date: On or about 01 June 2022.

Salary: \$52,000 maximum annually, determined by education, experience, qualifications.

Address your Cover Letter, Resume and 2 References to: John G. Ferris @ jgferris1959@gmail.com.

Deadline to apply: **4:00 p.m. on Friday, May 13, 2022.**

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



An Agency of
the Government
of Ontario

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Indigenous Workforce Development Program. It is a requirement under this program that the selected candidate for this position self-identify as an Indigenous person. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/indigenous-workforce-development-stream>.