



**OFFICE ADMINISTRATOR  
SIOUX LOOKOUT, ON  
INTERNAL/EXTERNAL POSTING  
Posted: April 29, 2025  
Closes: May 13, 2025  
Salary: \$65,544.48- \$72,167.88  
Job ID: NWRO-24-25**

The Nishnawbe Aski Police Service requires one (1) Office Administrator based in Sioux Lookout, ON to serve the North West Region.

**Summary:**

This position is responsible for providing administrative and clerical assistance; ensuring the efficient daily operation of the office, while adhering to standard operating policies, procedures, and practices.

**Preferred qualifications:**

- Knowledge of office equipment such as telephones, photocopier and scanner to copy material and transmit correspondence;
- Proficiency in data entry, scanning and preparing accurate correspondence including but not limited to reports, briefs and records;
- Knowledge of court processes, procedures, operations and legal terminology;
- Ability to work independently and collaboratively in a multidisciplinary professional setting;
- Exceptional organizational skills and verbal and written communication;
- Demonstrated proficiency in a Microsoft Office suite;
- Experience working with Enterpol system, NICHE RMS (including Records ManagementSystem procedures), CPIC, ICON is considered an asset;
- Proficiency in logistics and filing as it relates to travel arrangements, must possess great organizational and time management skills;
- A diploma in Business Administration, Law or appropriate equivalent from a recognized post secondary institution is considered an asset.

**Required qualifications:**

- Must be able to pass a NAPS background and security clearance check.

**Interested applicants may submit a hiring package which includes the following:**

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience.

**Closing date for applications is May 13, 2025, at 16:00. Please include the Job ID in the subject line of your email. All completed packages MUST be sent, as a single PDF document, to:**

**INTERNAL APPLICANTS:** [iresume@naps.ca](mailto:iresume@naps.ca)

**EXTERNAL APPLICANTS:** [eresume@naps.ca](mailto:eresume@naps.ca)

**Please visit the careers page of [www.naps.ca](http://www.naps.ca) for a complete job description.**

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact [iresume@naps.ca](mailto:iresume@naps.ca) for more information.

Please note, for internal persons applying, any disciplinary violations in the last two calendar years *may be* considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

***\*\* We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. \*\****