



**OFFICE ADMINISTRATOR- CONTRACT
COCHRANE, ON (NERO)
INTERNAL/EXTERNAL POSTING
Posted: October 2, 2025
Closes: October 15, 2025
Salary: \$65,544.48-\$72,167.88**

The Nishnawbe Aski Police Service requires one (1) Temporary Office Administrator based in Cochrane, ON to serve the North East Region. The contract is for a period of 12 months.

Summary:

This position is responsible for providing administrative and clerical assistance; ensuring the efficient daily operation of the office, while operating within 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 Management System procedures), CPIC, ICON is considered an asset;
- A diploma in Business Administration, Law or appropriate equivalent from a recognized post secondary institution is considered an asset.

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 **Wednesday, October 15, 2025 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages MUST be sent, **as a single PDF document**, to:

Internal applicants: iresume@naps.ca

External applicants: eresume@naps.ca

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 eresume@naps.ca.

Please note for internal applicants, 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. Should you have questions or concerns, please contact HumanResources@naps.ca.

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