



**OFFICE ASSISTANT
INTERNAL/EXTERNAL POSTING
COCHRANE, ON
POSTED: August 26, 2026
CLOSES: September 8, 2026
SALARY: \$ 64,976.91 - \$71,749.01**

General: The Nishnawbe Aski Police Service requires one (1) Office Assistant based in Cochrane, ON. This full-time position will work Monday – Friday, 35 hours/week.

PLEASE NOTE: The Northeast Regional Office will be relocating to Timmins, ON within the next two years. This position will only work out of Cochrane until this transition occurs.

Summary:

To provide clerical, administration and reception services, ensuring the efficient daily operation of the office while adhering to standard operating policies, procedures and practices.

Preferred Qualifications:

- Experience in an office environment, including administrative support, data entry and document management;
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and Powerpoint) and experience using database software;
- Strong organizational skills with the ability to multitask and prioritize workload effectively;
- Excellent verbal and written communication skills;
- Experience handling confidential information with discretion and professionalism;
- Familiarity with office equipment such as printers, scanners, and multi-line phone systems;
- Excellent interpersonal skills with the ability to work independently and as part of a collaborative team;
- Hold a Commissioner licence for commissioning court documents or the ability to obtain one;
- Attend FOI training when requested.

Mandatory Qualification:

- Ability to pass a background security investigation.

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

- Cover letter detailing interest in noted position;
- A resume detailing your work history, education history, certificates you may possess, any volunteer work and three (3) supervisory references.

Closing date for applications is September 8, 2026, at 1600 EST. Please include “NERO-43-26” in the subject line of your email.

Completed packages MUST be sent:

INTERNAL APPLICANTS: iresume@naps.ca
EXTERNAL APPLICANTS: eresume@naps.ca

Please visit the careers page of 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.

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