OFFICE ADMINISTRATOR
COCHRANE (NERO)
INTERNAL/EXTERNAL POSTING
POSTED: OCTOBER 23, 2026
CLOSING: NOVEMBER 6, 2026
SALARY: $69,199.00 to $76,191.69

The Nishnawbe Aski Police Service requires one (1) Office Administrator based in Cochrane, ON to serve the North East Region. This is a full-time position and will work Monday to Friday, 35 hours per week.

PLEASE NOTE: The Northeast Regional Office will be relocating to Timmins, ON within the next 2-3 years. This position will only work out of Cochrane until this transition occurs.

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 November 6, 2026 at 16:00. Please include 'NERO-54-26" in 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

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 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. ****