



P.O. Box 223 / 146 Howey Street Red Lake, ON P0V 2M0

[www.redlakejobs.ca](http://www.redlakejobs.ca) / [redlakejobs@shaw.ca](mailto:redlakejobs@shaw.ca)

Tel: (807) 727-2297 / Fax: (807) 727-1176

**Job Postings for the Red Lake/Ear Falls area**

**May 12<sup>th</sup> 2021**

## **RED LAKE**

### **BARRENS NORTHERN:**

1304928 Ontario Inc.  
Barrens Northern Transportation  
PO Box 1056, #81-Hwy 105  
Red Lake, ON P0V 2M0  
Ph: (807) 727-3533  
Fax: (807) 727-3097  
[barrens@bellnet.ca](mailto:barrens@bellnet.ca)



- Administrative Assistant – Job Advertisement (1-year Maternity Leave coverage)
  - The ideal candidate thrives in an office/construction shop type environment
- ESSENTIAL DUTIES
  - Answer incoming calls & e-mails; addressing customer needs directly and/or referring calls to the appropriate person
  - Data entry
  - Work with employees to collect time sheets and ensure they are completed with accuracy • Assist the office manager with A/R, A/P, Reconciliations, Payroll
  - Other misc. admin duties/projects as assigned
- QUALIFICATIONS
  - Administration experience
  - Accounting knowledge is essential, including experience with accounting software programs
  - Computer literacy a must; ability to understand and use Microsoft Excel and Outlook
  - Strong communication and customer service skills
  - Ability to learn new software quickly and take initiative with limited supervision
  - Strong work ethic (reliable), organizational skills, and attention to detail
  - Enjoys customer service and has a professional phone demeanor
  - Must have reliable transportation and valid driver's license
- Applicants are required to submit their resume and cover letter to [barrens@bellnet.ca](mailto:barrens@bellnet.ca) by **May 15th, 2021**. Only candidates selected for an interview will be contacted.

### **NORTHERN WATERWORKS: NEW\*\*\***

- **Water/wastewater operator**
  - **Please visit:** [Careers - Northern Waterworks Inc \(nwi.ca\)](http://Careers - Northern Waterworks Inc (nwi.ca))

*This Job List is provided as a free resource for employers and job seekers.  
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**CLARKS BAIT AND TACKLE:**

- **Part-time sales clerk: NEW \*\*\***
  - Shifts would be throughout the week and including weekends
  - Looking for a reliable individual, outgoing, responsible person to join our team
  - Must be able to lift 50 lbs
  - Driver license is required to get to shifts in Red Lake & Cochenour stores
  - Wage to be discussed
- Apply by [info@clarksresorts.com](mailto:info@clarksresorts.com) or 807-227-2154

**SUPERIOR AIRWAYS:**

- **Aircraft Maintenance Personnel**
- **Caravan Captain**
- **Navajo Captain**
  - For More Information & to apply: <http://superiorairways.com/employment/>

**MINISTRY OF NATURAL RESOURCES AND FORESTRY:**

- **IRM Technical Specialist** – Closes on May 12, 2021  
[Ontario Public Service Careers - Job Preview \(gov.on.ca\)](http://gov.on.ca)
- **Resources Clerk** – Closes on May 13, 2021  
[Ontario Public Service Careers - Job Preview \(gov.on.ca\)](http://gov.on.ca)
- **Fish and Wildlife Technical Specialist** – Closes on May 25<sup>th</sup> 2021  
[Ontario Public Service Careers- Job Preview \(gov.on.ca\)](http://gov.on.ca)
  - Please click on the link for more information and complete job descriptions ^^

**DUMAS MINING:**

- **Alimak/ Shaft Leader/ Miner**
- Please visit the website for more information:
  - [Opportunities - Dumas Mine Contracting \(dumasmining.com\)](http://dumasmining.com)

**RED LAKE MEMORIAL HOSPITAL**

Job Title	Closing Date	Department	Employment Status
<a href="#">Maintenance Person</a>	May 26	Maintenance	Temporary, Part-time (3-6 mo)
<a href="#">Addictions Outreach Counsellor</a>	June 1	Community Counselling	Permanent, Full-Time
<a href="#">Helpdesk Technician</a>	May 19	IT	Permanent, Full-Time
<a href="#">Site System Support Technician</a>	May 19	IT	Permanent, Full-Time

\*To view the full job postings, click above or visit <https://www.redlakehospital.ca/currentopportunities>

**KO- eHealth: NEW\*\*\***

- **KO eHealth and Telemedicine Services Secretary:** KO eHealth and Telemedicine Services (KOeTS) Secretary provides administrative support to management and performs administrative duties and activities including receiving and handling information.
- **RESPONSIBILITIES**
  - **Provides reception, clerical and administrative services**
  - Provides reception function for the office, answering phones and inquiries as necessary
  - Provides general office support such as word processing, photocopying, and processing incoming and outgoing mail and faxes
  - Books travel and accommodation arrangements for KO eHealth staff including requesting travel advances and submitting expense claims according to Finance policy
  - Coordinates arrangements for KO eHealth meetings and events by booking appropriate facilities and Videoconference units
  - Maintains an office calendar of planned meetings
  - Orients new staff to use of telephone and office equipment
  - Sets up work procedures
  - Prepares and manages correspondence, reports and documents
  - Records and distributes minutes of KO eHealth staff and committee meetings
  - Administers purchase order system for KO eHealth including obtaining authorization signatures from managers at main office
  - Orders office supplies for KO eHealth office and communities; packages and delivers to airport or post office as necessary
  - Conducts errands and performs other general tasks to keep the office running smoothly
  - Ensures the prompt purchase and delivery of office supplies and equipment to the Community Telemedicine Coordinators
  - Sets up and maintains filing systems and contact lists of KO eHealth staff and community contacts
- **Demonstrates commitment to KO eHealth Staff Team**
  - Participates in regular KO eHealth staff meetings and on committees as required
  - Participates in annual performance evaluation as required
  - Participates in training and updating activities as required as per goals set during annual performance appraisal
  - Maintains good communication with KO eHealth staff
  - Other duties as assigned by the Director of eHealth Services
- **KNOWLEDGE, SKILLS AND ABILITIES**
  - Grade 12 or equivalent; secretarial training essential
  - A minimum of 3 years experience in office support or secretarial work
  - Sensitivity to geographical and cultural needs of Nishnawbe people
  - Ability to speak a First Nations dialect (Ojibway, Oji-Cree, or Cree) an asset
  - Knowledge of administrative and clerical procedures
  - Proficient in computer use (M/S office, especially Word and Excel; email); strong word processing skills
  - Proficient in spelling, punctuation and grammar and other English language skills
  - Ontario Driver's license G
  - Excellent interpersonal and communications skills (written and oral)
  - Dedication to service excellence
- Location: Balmertown, Ontario
- Job Type: Contract until December 3<sup>rd</sup>, 2021
- **Closing Date: May 19<sup>th</sup> 2021**
- Please send cover letter, resume and three references to: [kotmreception@kochiefs.ca](mailto:kotmreception@kochiefs.ca)



### ➤ **eHealth Projects Coordinator: NEW \*\*\***

- Summary:
  - Under the supervision of the Clinical Services Coordinator, the eHealth Projects Coordinator takes the lead in expanding eHealth projects, and developing new projects to integrate eHealth applications into the routine delivery of health care in the district. As eHealth Projects Coordinator, s/he conducts regular visits to First Nation communities and assists with expansion of the program based on KO eHealth' yearly fiscal budget. S/he promotes projects through partnership development, visits communities to conduct needs assessments, and plans, launches and manages pilot projects. Along with partners, s/he evaluates pilot projects and recommends roll-out to the district. The eHealth Projects Coordinator provides assistance by helping management with needs assessments, funding proposals, policies and procedures, pilot projects, roll-out, data collection and report-writing.
- To apply:
  - Location: Balmertown, Ontario
  - Closing Date: **Open Until Filled**
  - Job Type: Permenant Full Time
  - Please send cover letter, resume and three references to: kotmreception@kochiefs.ca
- Please see the full job description here: [Job Zone - Red Lake Jobs](#)



### ➤ **Clinical Services Coordinator: (Maternity Contract) NEW\*\*\***

- Summary:
  - Reporting to the Director of eHealth Services, the Clinical Services Coordinator (CSC) supports and oversees the clinical activities of the telemedicine program and acts as a clinical resource for program management and staff. The CSC is a "Champion" of telemedicine in the region who engages community, federal and provincial health providers to enable seamless access to integrated telemedicine services, and plan and promote adoption of new virtual tools, platforms, and protocols. The Clinical Services Coordinator is a member of the KO eHealth Management Team and as such is supported to provide supervision to the Scheduling Team and the Managed Service Model team.
- To apply:
  - Location: Balmertown, Ontario
  - Closing Date: Open Until Filled
  - Job Type: Permenant Full Time
  - Please send cover letter, resume and three references to: kotmreception@kochiefs.ca
- Please see the full job description here: [Job Zone - Red Lake Jobs](#)

**NEW\*\*\***

200 Hammell Road  
 P.O. Box 1360  
 Red Lake, ON P0V 2M0  
 807.727.2008

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General Labourer - Full Time, 40 hours per week

**Requirements:**

- Travel in and around the Red Lake and Sioux Lookout areas including northern residential communities as required and be available for on call work outside of regular hours.
- In town work at construction sites and other commercial buildings
- Package parts, materials and tools and move them to jobsites. Move/lift hot water tanks, furnaces and sewer equipment into place.
- Set up piping, fittings and ducting under the direct supervision of the certified tradesperson.
- Assisting with running sewer cleaning equipment and thawing equipment.
- Clean jobsites and shop areas.
- Keep accurate records with respect to timesheets and other relevant documentation.
- Maintain vehicles and equipment used in good condition.
- Lifting, digging and all other manual labour required in construction
- Must be able to work outdoors in all weather conditions
- Conduct must be at a professional level at all times and situations where conflict is not manageable must be brought to the attention of the General Manager immediately
- Abide by the Mission, Values and Goals of the Company
- Abide by all Health & Safety and all other policies of the Company as well as regulations legislated in the Province of Ontario
- Arrive fit for work and with a positive attitude

We encourage all genders, Indigenous peoples, persons with disabilities and members of visible minorities to apply. Rate of pay starting at \$17-\$20 per hour depending on experience. Full time permanent or full-time contract negotiable. Must have clean driving record and valid drivers license. Must be agreeable to air travel.

Please send a cover letter, resume and at least 2 references to: [margaret@rlph.ca](mailto:margaret@rlph.ca) or call (807)727-2008.



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## **NEW STARTS WOMEN SHELTER**

**P.O. Box 169 • Red Lake, Ontario • P0V 2M0  
Administration 727-2820 • Fax 727-2487 • Crisis 727-3303**

### **FRONT LINE SUPPORT WORKER - CASUAL**

#### **QUALIFICATIONS:**

- Mature, reliable individual with an understanding of issues relevant to women and children
- Good communication skills
- Willingness to work flexible hours
- Ability and willingness to contribute to a team environment
- The desire to help women and children live their life free of violence

#### **EDUCATION:**

- High School diploma and/or special training in human services, social work background is an asset
- Equivalent life experiences/services
- Willingness to upgrade skills as needed to satisfy the job requirements

#### **NEW STARTS FOR WOMEN PROVIDES:**

- On the job training including comprehensive in-house training on violence against women issues
- Opportunity to participate and help plan our awareness campaigns
- Internal opportunities for advancement and growth
- Starting wage \$21.00/hour additional increases based on hours worked

Preference will be given to those who are available for shifts. Applicants must be able to pass a vulnerable sector check and abide by our confidentiality policy.

Interested individuals are asked to submit their resume to the following;

Jennifer Chamberlin - Executive Director  
New Starts for Women Inc.  
P.O. Box 169 Red Lake, ON P0V 2M0  
Email: [j.chamberlin@shaw.ca](mailto:j.chamberlin@shaw.ca)

*We thank all those demonstrating an interest in this position, only those individuals requested for interviews will be contacted.*

**To provide a safe place for women who have experienced violence,  
where we can provide the opportunity to live free from abuse.**

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**HOWEY BAY MOTEL: NEW \*\*\***

- **Clerk/ Front Desk: \$17.00/ hour 40 hours a week**
  - Take, cancel and change room reservations; Register arriving guests and assign rooms; Provide information on hotel facilities and services; Process group arrivals and departures; Process guests' departures, calculate charges and receive payments; Answer telephone and relay telephone calls and messages; Clerical duties (i.e. faxing, filing, photocopying); Provide general information about points of interest in the area; Handle wake-up calls; Provide customer service; Assist clients/guests with special needs; Maintain an inventory of vacancies, reservations and room assignments
- **Hotel Cleaner: \$17.00/hour- 40 hours a week**
  - Vacuum carpeting, area rugs, draperies and upholstered furniture; Stock linen closet; Pick up debris and empty trash containers; Disinfect operating rooms and other areas; Distribute clean towels and toiletries; Attend to guests' requests for extra supplies or other items; Make beds and change sheets; Clean and disinfect elevators; Clean changing rooms and showers; Sweep, mop, wash and polish floors; Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- **Cook: \$17.00/ hour 40 hours a week**
  - Train staff in preparation, cooking and handling of food; Order supplies and equipment; Maintain inventory and records of food, supplies and equipment; Prepare and cook complete meals or individual dishes and foods
- To apply please email your resume to: [howeybaymotel@gmail.com](mailto:howeybaymotel@gmail.com)

**THE BALMER HOTEL: New\*\*\***

- **Hotel Cleaner: \$17.00/ hour 40 hours a week**
  - Wash windows, walls and ceilings; Vacuum carpeting, area rugs, draperies and upholstered furniture; Stock linen closet; Pick up debris and empty trash containers; Handle and report lost and found items; Dust furniture; Disinfect operating rooms and other areas; Distribute clean towels and toiletries; Attend to guests' requests for extra supplies or other items; Make beds and change sheets; Clean and disinfect elevators; Clean changing rooms and showers; Sweep, mop, wash and polish floors; Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- **Hotel Front Desk: \$17.00/ hour 40 hours a week**
  - Take, cancel and change room reservations; Register arriving guests and assign rooms; Provide information on hotel facilities and services; Process group arrivals and departures; Process guests' departures, calculate charges and receive payments; Answer telephone and relay telephone calls and messages; Clerical duties (i.e. faxing, filing, photocopying); Provide general information about points of interest in the area; Provide customer service; Maintain an inventory of vacancies, reservations and room assignments
- **Please apply by email:** [balmerhotel@hotmail.com](mailto:balmerhotel@hotmail.com)

**RED LAKE HERITAGE CENTRE: NEW \*\*\***

- **Education Officer, Museum: \$19.50/ hour 35 hours a week**
- Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- Experience: 1 to less than 7 months
- Personal suitability:
  - Initiative, effective interpersonal skills, accurate, team player, excellent oral communication, client focus, dependability, organized
- Apply by email: [heritage@redlake.ca](mailto:heritage@redlake.ca)

## REDPATH MINING INC: NEW \*\*\*

- **Cage tender: 10 hours a day- 7 in/ 7 out**
  - Under the supervision of the Superintendent/ Shift Supervisor, the primary role of a Cagetender is operate mineshaft conveyances which may include skips and/or cages and other devices that are used to move workers and material within the mine shaft safely. To ensure best practices, rules, and regulations are followed. To ensure that equipment and material being moved is secured in a safe manner according to best practices and legislated requirements.
- Please visit website for more information and to apply: [Careers | Redpath Mining Contractors and Engineers](#)

## EILEEN SHEWCHUCK INVESTMENTS:

- Housekeeping:
  - Monday to Friday (some weekends), flexible hours
  - 18-20\$ per hour (depending on experience)
  - Call Amanda @ 807-728-1361 Location: Red Lake

## FAST AIR:

- **Site Manager**
  - Fast Air is the Aviation fuel provider at the Red Lake Airport. We offer a competitive remuneration package that includes group health, dental and life insurance. We also offer a unique savings option matched by the company. The Site Manager position is permanent, full time employment.
- Annual Remuneration: \$60000- \$65000
- **The Position:**
  - Responsible for the overall management of the Fast Air Operation in Red Lake, ON. relating to product quality, aircraft fueling and aircraft handling.
  - To ensure compliance with all safety and operating standards.
  - Ensure co-ordination and management of facility operations and services are in compliance with company standards.
  - To ensure the highest possible standard of customer service while meeting all relevant controls.
  - Safeguarding Company assets including security of products.
  - Recruitment, training and supervision of Linecrew to ensure understanding and full compliance with operating standards.
  - Management of facility, presentation and maintenance, control of costs.
- **Required Skills:**
  - Successful candidate must be professionally, technically, and mechanically competent in all aspects of product quality control, fueling and aircraft handling.
  - Must have strong interpersonal skills and be able to handle staff and clients in a professional and courteous manner.
  - Ability to work under pressure, make sound decisions and be able to work unsupervised.
  - Have good business judgment and analytical skills.
  - Computer literate and possess ability to use basic spreadsheets and create documents.
  - Expected to undertake special responsibilities and projects.
  - Must be reliable, dependable, self-motivated with a positive attitude.
  - Have a flexible approach to working hours to ensure operational requirements and customer needs are met.
  - Can efficiently manage and promote team working, in an environment requiring the highest standards of safety and customer service.
  - Must possess a Class 5 F Drivers License, with clean driving record.
- **Applicants are required to submit their resume and cover letter to [robert@flyfastair.com](mailto:robert@flyfastair.com) by May 21<sup>st</sup>, 2021.**  
Only Candidates selected for interview will be contacted.



**DOMCO GROUP OF CANADA:**

- **Kitchen Help/ Janitor/ Housekeeping**
  - Location: Evolution Mine- 15 Mine Road
  - Deadline: Open until Filled
  - Wages: \$14.25/hr +\$350 monthly bonus
- Duties:
  - Must be physically fit. Sweeping, mopping, remove trash. Cleaning washrooms. Strong COVID protocols in place. Must be able to pass criminal record check and be 18 years of age.
- Requirements:
  - Complete a criminal record check. Be physically fit. Be 18+ years old.
- To Apply: Email- [domcoredlake@gmail.com](mailto:domcoredlake@gmail.com) or call 1-807-7358304

**COMMUNITY SUPPORT SERVICES:**

- **Casual Community support worker**
- Community Support Service is seeking applicants to provide assistance in the Home Help, Transportation, and Adult Day programs. The hours of work will be Monday through Friday. The successful applicant will be required to commute throughout the community to provide cleaning and transportation within senior's homes. Applicants must hold a valid Ontario's Driver's License and a working vehicle available on a daily basis. Ability to work without direct supervision, demonstrate respect, patience and understanding of seniors and be willing to obtain a Criminal Reference Check.
- Interested applicants may submit their resume and three references to:
  - Michelle Spencer, Assistant Administrator / HR Manager
    - 1220 Valley Drive
    - Kenora, ON P9N 2W7
    - Fax: (807) 468-6346
    - [hr@kenoradistricthomes.ca](mailto:hr@kenoradistricthomes.ca)
- Only those selected for an interview will be contacted
- *District of Kenora Home for the Aged welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please submit requests via [hr@kenoradistricthomes.ca](mailto:hr@kenoradistricthomes.ca).*

**RED LAKE GOLF & COUNTRY CLUB IS HIRING FOR THE 2021 SEASON.**

- JOIN OUR TEAM!
  - Spring is in the air and golf season is right around the corner! We take great pride in providing excellent service, delicious food and a memorable guest experience.
  - We are currently seeking energetic individuals who excel in customer service and would love to be part of an award winning team.
  - Now accepting applications for the following positions:
    - LINE COOK (no experience necessary, willing to learn)
    - BARTENDER
- Compensation is dependent on experience and qualifications. Please forward your resume, cover letter and position of interest to: [golfredlake@golfredlake.com](mailto:golfredlake@golfredlake.com)

**CANADA POST:**

- **Post Office Assistant**
  - **Job Responsibilities**
  - Sell postal products and service to the business community and public
  - Sort, distribute and process mail into appropriate classifications
  - Provide customers with information and forms
  - Address delivery and service difficulties to resolve problems thoroughly and quickly
- Visit Canada Post website for more details: [Post Office Assistant - Term - Red Lake \(canadapost.ca\)](https://www.canadapost.ca)

**SANDVIK MINING & ROCK SOLUTIONS:**

- **Heavy Equipment Technician** -Closes May 24<sup>th</sup> 2021
- Location: Red Lake, ON
- Please Visit: <https://www.home.sandvik/en/careers/> for more information and to apply online.

**RED LAKE MARINE PRODUCTS LTD.**

- **Small Engine/ Marine Technician for Hire:**
  - Red lake Marine Products Ltd is looking for a full-time Small Engine/ Marine mechanic to join our great team!
  - We are growing, which is why we are pleased as an equal opportunity employer to offer this as a permanent full-time position with competitive compensation and benefits.
  - We want you to join our team if you have: mechanical experience, strong work ethic, attention to detail, good analytical and problem-solving skills and a positive attitude. Must be self-motivated and able to work independently in a fast- paced environment, and work well with others.
- Duties:
  - Use of computer and electrical/ manufacturer diagnostic software systems
  - Diagnosing and repair of engines, all makes, models, and sizes on inboard and outboard motors within expected time frames
  - Assembly and rigging of new boats, PDI and test drives which may require some customer interface
  - Snowmobile and ATV repair is required
  - Working outdoors and around water in the summer
  - Snowmobile testing in the winter
  - Some weekend work required
- Qualifications:
  - Valid G or higher drivers' license
  - Boating license
  - Small engine license would be an asset
  - Must be reliable, punctual and ready to work with a positive attitude each and every day, presenting proper dress code as required
- Final compensation will be based on experience and skill set
- To apply to this position, please contact Don or JP at Red Lake Marine Products (807) 727-2747 or email us at [donaiken@shaw.ca](mailto:donaiken@shaw.ca) / [jp.rlmarine@outlook.com](mailto:jp.rlmarine@outlook.com)

**WILSONS BUSINESS SOLUTIONS:**

- **Delivery Driver**
- Wage: \$15-17 per hour
  - Terms of employment:
    - Permanent Employment, Full or Part-time (20-40 hours per week). Start as soon as possible
  - Benefits: Group insurance benefits
  - Qualifications:
    - Secondary school diploma. Experience an asset. Need to have approved Steel-toed safety boots. Criminal record check, driving record check, valid driver's license
  - Work Conditions: Handling heavy loads
  - Personal suitability:
    - Reliable, organized, judgement, client focused, team player, flexible, interpersonal skills
  - Specific skills:
    - Operate and drive automobiles, vans and light trucks to pick up and deliver various items. Load and unload goods.

**RED LAKE MUNICIPALITY:**

- **Housekeeper NEW\*\*\***
- The municipality is accepting applications for the position of a Housekeeper: \$20.13/ hour Full-time.
- The successful candidate will have a Grade 12 Diploma. Shift work may be required.
- Individuals who feel they are qualified may obtain a job description from the Municipal Off or on the Municipal website, [www.redlake.ca](http://www.redlake.ca). Accommodations for job applicants with disabilities are available on request.
- Completed resumes must be submitted to the undersigned no later than 12.00pm CDT **Friday May 14<sup>th</sup>, 2021.**
  - **Attention: Mark Vermette, Chief Administrative Officer**, Municipality of Red Lake, P.O. Box 1000, Balmertown, Ontario, P0V 1C0  
Phone: 1-807-735-2096 ext. 240  
Fax: 1-866-681-2954  
Email: [careers@redlake.ca](mailto:careers@redlake.ca)
- **Summer Students: Labourer Position**
- The Municipality of Red Lake is presently accepting applications for summer employment in the following departments: Parks and Recreation Department - Labourer - 40 hours a week - \$19.47 per hour.
- Individuals who feel they are qualified may obtain a job description from the Municipal Office or on the Municipal Website, [www.redlake.ca](http://www.redlake.ca). Accommodations for job applicants with disabilities are available on request. Completed resumes must be submitted to the undersigned no later than 12:00 pm CDT Friday, **May 14<sup>th</sup>, 2021.**
  - **Attention: Mark Vermette, Chief Administrative Officer**, Municipality of Red Lake, P.O. Box 1000, Balmertown, Ontario, P0V 1C0  
Phone: 1-807-735-2096 ext. 240  
Fax: 1-866-681-2954  
Email: [careers@redlake.ca](mailto:careers@redlake.ca)

## THE WATER BUFFALO:

### ➤ Full-time

We are looking for a new staff member! If you are friendly, enjoy working with the public and love coffee this is the job for you! Must be able to lift minimum 50 lbs, available to work Saturday. Must be self motivated and able to work comfortably alone. A clean freak would be a big bonus 😊 drop resumes off at store.

## LAFARGE CANADA INC.

### ➤ Plant Supervisor

- Please visit the website for more information: [Job Listings at LafargeHolcim - HQ \(icims.com\)](#)

### ➤ Driver in the Red Lake, Ontario region. This is a full-time position with benefits hiring asap!

- \$28 an hour!

### ➤ Responsibilities

- Batching / Delivering concrete to customers in a safe and timely manner.
- Up keep of truck appearance, assist with light maintenance around the Concrete plant
- Safety Mindset
- Team player
- Strong communicator

### ➤ Please send your resume to Darren Wright: [darren.wright@lafargeholcim.com](mailto:darren.wright@lafargeholcim.com)

## FOUNTAIN TIRE:

### ➤ Come join the dynamic world of commercial tire service! **Fountain Tire Red Lake (15 Young St)** is looking for a responsible, safe and dedicated associate to join our team as a **Commercial/OTR Tire Technician**.

### ➤ **What is in it for you?**

- Competitive compensation based on experience (\$20-\$30 per hour!)
- We will develop your skills and certifications with our excellent training
- Regular shifts with the opportunity for money-making on-call or overtime work
- We take care of you and your family with our impressive health, dental and vision benefits
- A retirement savings plan with company matching to help you achieve your financial goals
- Save your money with our staff discounts on tires, parts and mechanical services at all Fountain Tire locations

### ➤ **What each day will bring:**

- Something different! You never know what kind of vehicle or tire you may be required to work on
- You could be inspecting, installing, balancing, rotating, and/or repairing truck, farm, industrial and/or OTR tires
- Amazing customers to impress with your professional and friendly customer service
- The responsibility to keep yourself and your coworkers safe
- Pride in the work you've done keeping your customers safe and on the road!

### ➤ **What kind of person are we looking for?**

- We would love to find someone with 1 year of professional commercial or OTR tire experience, however will train motivated individuals with the right attitude
- A valid driver's license is one thing were not willing to work around. You must also be able to show us you are responsible on the road by providing a satisfactory driver's abstract
- This work can unpredictable, physical, wet, cold, windy etc and we need someone who will be up for the challenge

### ➤ Read all that and still interested? Apply on-line or in-store **(15 Young St)** today!

### ➤ Apply by email: [inquiry@wilson.ca](mailto:inquiry@wilson.ca), by fax: 807-223-3315, or in person at 130 Howey St between 10am-5pm

**GARDEWINE:****A/Z or D/Z City Driver:**

- Short daily runs, Great Shift! Monday to Friday.
  - Annual profit sharing plus annual cost of living
  - Retirement programs, including matched pension, RRSP Stock options
  - Good benefits for you and your family that include:
    - Extended health, vision, dental and other/ Life and disability insurance
  - Educational support for you and your family job stability, driving options
- Requirements:
  - Valid class AZ or DZ license in good standing and clean history
  - Driving experience, ability to work independently, good customer service skills
- *"Working together, yet 6' apart your health and safety is the #1 priority with us!"*
- For more information, please call 1-800-282-8000 or 807-727-2014

**CLASS G PARCEL DRIVER:**

- Strong interpersonal and customer service skills, with the ability to perform physical requirements of this type of work. Valid Ontario Class G Driver's License in good standing. (or Equivalent depending on Province). Experience with all types of pickup and delivery activities, and the ability to work independently and with minimal supervision.
- For more information, please call 1-800-282-8000 or 807-727-2014

**DIRECT MANAGEMENT SERVICES INC.**

- **Part- time Property Maintenance Worker**
  - **Part-time, highly competitive wages depending on skills and experience**
  - **Duties:**
    - The Part Time Property Maintenance Worker would be responsible for light maintenance and repairs at various properties in Red Lake. Duties may include but are not limited to: cleaning, garbage removal, grass cutting and snow removal. Some after-hours emergency work may be necessary as well as light plumbing and carpentry. Competitive wages and immediate start date.
  - Qualifications:
    - Clear Criminal record is required
    - Valid driver's license and reliable vehicle is required.
    - Excellent problem solving and troubleshooting skills.
    - Friendly and polite interpersonal skills for communicating with contractors and tenants
  - **How to apply:**
    - **Email resume to [frontdesk@directpropetymanagement.com](mailto:frontdesk@directpropetymanagement.com)**

**HARMONY CENTRE FOR COMMUNITY LIVING**

- *If you are looking for a rewarding career opportunity, look at us: Harmony Centre for Community Living and the Red Lake and District Association for Community Living have been providing supports services to individuals living with developmental disabilities for over 50 years in the Red Lake District.*
- **Casual Support Staff**
  - As a Casual employee, you will provide opportunities for the person(s) supported to experience growth, quality of life, inclusion and equality within our community to their fullest potential, focusing on deepening his/her relationships, achieving a sense of health and well-being, providing opportunities to have fun in ordinary community places, helping to recognize their own personal power while learning valuable skills, and by identifying positive and socially acceptable methods to meeting a person's needs.
- **Apply to:** Harmony Centre for Community Living Hiring Committee Email: [Margaret.Kudlowsky@shaw.ca](mailto:Margaret.Kudlowsky@shaw.ca) / fax: (807) 727-1102

**RED LAKE AREA EMERGENCY SHELTER: Updated**

- The Red Lake Area Emergency Shelter (RLAES) provides a judgement free environment where an individual can rest their head and have a warm meal. We strive to treat all individuals with dignity and respect while recognizing and appreciating one another's differences, culture, and individuality.

<b>POSITION:</b>	<b>Casual Shelter Attendant</b>
<b>Terms:</b>	<b>Casual position</b>
<b>Location:</b>	<b>Red Lake, Ontario</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Salary:</b>	<b>\$20.00/hour</b>

- **POSITION SUMMARY:**
  - Reporting to the Shelter Manager the Casual Shelter Attendant is involved in the daily shelter operations, facilitation of daily programming with clients to support a safe and welcoming environment.
- **DUTIES & RESPONSIBILITIES:**
  - This position is responsible for supervising shelter clients, preparing meals, and daily general cleaning of the shelter. Crisis intervention and behavioural management for guests, ensuring compliance with policies and procedures, and ensuring proper maintenance of the physical site.
- **KNOWLEDGE, SKILLS & ABILITIES:**
  - Ability to foster a safe, supportive environment for clients
  - Ability to implement programming and activities for clients
  - Ability to be flexible, open and responsive to crisis management and conflict resolution
  - Strong communication, interpersonal skills with the ability to work independently
  - Familiarity and knowledge of available community resources
  - Proficient computer skills and ability to use Microsoft Applications
  - Ability to maintain inventory of pantry stock and plan monthly meal plans
- **QUALIFICATIONS:**
  - Prior experience working in the housing and homelessness field will be considered an asset
  - Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, physical, and/or mental abilities
  - A satisfactory Police Vulnerable Sector Check
- **HOW TO APPLY:**
  - Please email your cover letter and resume to: Hiring Committee, Red Lake Area Emergency Shelter.  
Email: [rlaes\\_board@gmail.com](mailto:rlaes_board@gmail.com)
  - The Red Lake Area Emergency Shelter Board is an equal opportunity employer and we are committed to providing a barrier free environment. If you require accommodation at any stage of the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.
  - We thank all applicants for their interest; however, only those selected for an interview will be contacted.

- **Part Time Floater Attendant Positions NEW\*\*\***

- 4-10pm, \$20.00/ hour

- **Full-time Shelter Attendant Position NEW\*\*\***

- 8am-8pm: \$20.00 or 8pm- 8am: \$20.50

- **If you are interested, please apply with your resume to [rlaes\\_board@gmail.com](mailto:rlaes_board@gmail.com)**

## RED LAKE PLUMBING AND HEATING INC.

### Certified Tradesperson(s) – Plumber 306A, G2, OBT2, Full Time

#### ➤ Requirements:

- Travel in and around the Red Lake and Sioux Lookout areas including northern residential communities as required and be available for on call work outside of regular hours
- Install new systems in residential, commercial and industrial settings to meet all Ontario Building Code and other regulations and standards.
- Troubleshoot and assess problems reported on existing systems by customer Communicate with customer the recommended course of action. Prepare materials listing and source materials when required. Submit orders and track deliveries of parts
- Plan the repair or installation according to applicable professional standards
- Use technical support mechanisms available. Care for tools and other company resources to maintain them in good working condition. Report any breakage or breakdowns immediately
- Keep the customer workplace and the company workplace clean and safe at all times Record all dates, hours, material and description of work in detail on the customer work order
- Provide technical instruction and oversight to any apprentice working under the company's sponsorship in order that competencies be fulfilled. Abide by the Mission, Values and Goals of the Company
- Abide by all Health & Safety and all other policies of the Company as well as regulations legislated in the Province of Ontario. Keep all TSSA and OCOT tickets and licenses required of the position current and in good standing
- Arrive fit for work and with a positive attitude
  - **APPLY TO:** We encourage all genders, Indigenous peoples, persons with disabilities and members of visible minorities to apply. Compensation dependent on experience. We are a growing company and this position is critical to our future success.
  - Please send a cover letter, resume and at least 2 references to: [angela@rlph.ca](mailto:angela@rlph.ca) or call (807)727 2008.

## NORTHWOOD LODGE:

#### ➤ Dietary Aides

- Applicants with Safe food handling certificate and students welcome to apply.
- Interested applicants may submit their resume to:
  - Michelle Spencer, Human Resource Manager
  - 1220 Valley Drive Kenora, ON, P9N2W7
  - Fax: (807) 468-6346
- Only those selected for an interview will be contacted.

➤ *District of Kenora Home for the Aged welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please submit requests via [hr@kenoradistricthomes.ca](mailto:hr@kenoradistricthomes.ca).*

#### ➤ Registered Practical Nurses

#### ➤ Registered Nurses

#### ➤ Part Time Personal Support Workers

- Applicants must possess a Personal Support Worker Certificate
- Competitive Wages, OMERS Pension Plan and Health Benefits

➤ **Apply to:** Michelle Spencer, Human Resources Manager, 1220 Valley Drive, Kenora, ON P9N 2W7 / Fax: 807-468-6346 / [hr@kenoradistricthomes.ca](mailto:hr@kenoradistricthomes.ca)

## **PARAMED HOME HEALTH CARE \*\*\*Join us in Redefining Care!**

#### ➤ Personal/Home Support Worker

#### ➤ Registered Nurse/ Registered Practical Nurse

**Apply to:** Follow link to apply - [www.paramed.com](http://www.paramed.com)

## EVOLUTION MINING

- **Day Camp Assistant \*\*\*NEW\*\*\*** Closes May 24<sup>th</sup> 2021
  - The purpose of the Day camp Assistant role is to assist the Day camp Coordinator in the development and execution of summer day camp activities for 5- to 12-year-olds, including supervising children, participating in games and crafts, and ensuring the well-being of participating children.
  - Roster: 5 days on/2 days off, 8 hrs
  - *Recruitment for this position is in anticipation of the Recreation Centre being open after the Stay-at-Home order is lifted*
  - The Day camp Assistant role offers an exceptional opportunity to obtain rewarding summer employment. Key result areas in this role include:
    - Assist with Day camp programming including recreation, arts and crafts, and other activities
    - Supervise children participating in summer programming to ensure a safe and caring environment that promotes positive child development
    - Assist with set up and cleanup of all activities
  - We thank you for taking the time to submit your application. For more information, you can contact [recruitment@evolutionmining.com](mailto:recruitment@evolutionmining.com)
  - External candidates can apply online by visiting <https://careers.evolutionmining.com.au>
- **Certified Electrician** - Closes May 12<sup>th</sup> 2021
- **Integrated Planning Manager** Closes May 28<sup>th</sup> 2021
- **Machinist** Closes May 17<sup>th</sup> 2021
- **Application available on Website:** <https://evolutionmining.com.au/careers/>

## NORTHERN GAS INSTALLERS

- **Propane Cylinder Delivery Driver**
  - Join a growing local business with a positive work environment!
  - The right candidate will have a valid Class "G" license,
  - Must also be able to pass a Drivers Abstract.
  - The successful candidate must be able to move Propane Cylinders (up to 100lbs)
  - Northern Gas Installers is an equal opportunity employer in the Red Lake area with competitive wages and benefits.
  - Interested candidates can submit a resume by mail or email to the following:
    - Northern Gas Installers Inc. PO Box 1512, Red Lake, ON, P0V 2M0
    - Phone: 807-727-2172 OR Email: [frontdesk@ngiredlake.com](mailto:frontdesk@ngiredlake.com) Attn: Todd Gallagher
- **G2 Gas Technician/Gas Fitter- Full-time position (focus is on furnace installation)**
  - Very competitive wages. Professional work environment
  - Must have valid G drivers' license
  - Able to pass a criminal reference check
- **Please contact Todd Gallagher at (807) 727-2172 or email resume to [frontdesk@ngiredlake.com](mailto:frontdesk@ngiredlake.com)**



## KENORA DISTRICT SERVICES BOARD:

- **\*\*\*Please click the link to see full job descriptions for positions at KDSB:**

<http://www.kdsb.on.ca/Careers.html>

- **Permanent Full time ECE Assistant (#CC 21-39)**

- We are currently seeking to hire **two (2) Permanent, Full-Time Early Childhood Educator Assistants (ECE Assistants)**, located in **Red Lake, Ontario** to join our Early Years team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others
- Successful candidates have:
  - Completion of High School Diploma (or equivalent). One (1) year experience in an early years or childcare program, Up to date immunization record, including TB Skin Test,
  - Current First Aid, including Child/Infant CPR. Required to possess and maintain a valid Class G Drivers License and have access to reliable vehicle. Provide a satisfactory Police Vulnerable Sector Check
- Along with an excellent benefit package and participation in the OMERS pension plan, we offer an hourly wage of \$23.67, in accordance with the Collective Agreement. Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail on or before **May 21, 2021** at **4:00pm local time** to the:
- Human Resources Department: Kenora District Services Board
- Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

- **Summer Student Childcare Assistant (#SUM 21-24)** ☀

- **Permanent, Full Time Registered Early Childhood Educator (#CC 21-17)**

- The registered ECE is responsible for providing care and supervision to children ages 0-12 at the Early Learning Centres, through the planning and implementation of a program conducive to their emotional, physical, social and intellectual development
- Successful candidates will have or be able to do:
  - Diploma in Early childhood Education
  - Registered with the College of Early Childhood Educators
  - One year experience in an early years or childhood program
  - Up to date immunization record, including TB skin test
  - Current first aid, including child/ infant CPR
  - Required to possess and maintain a valid G drivers license and have access to a reliable vehicle
  - Provide a satisfactory Police Vulnerable Sector Check
- Wage: \$28.39
- Please submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail on or before May 3<sup>rd</sup> 2021 at 4pm to:
  - Human Resources Department: Kenora District Services Board
  - Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

- **Casual Registered ECE's/ECE Assistants #CC 21-06:**

- We are currently seeking to hire Casual Registered Early Childhood Educators or Early Childhood Educator assistants (unqualified).
- Reporting to the Registered Early Childhood Educator in Charge, the registered ECE/ECE Assistant is responsible for providing care and supervision to children ages 0-12 years, through the planning and implementation of a program conducive to their emotional, physical social and intellectual development.

- **Qualifications:**

- Registered with the College of Early Childhood Educators, or completion of a high School Diploma
- A satisfactory Police Vulnerable Sector Check must be provided, A valid Ontario G (or equivalent) license, must have the ability to work on PA days and school Holidays

- The hourly wage for this position is \$21.30-\$25.55 (Wage dependent on qualifications and in accordance with the collective agreement.) Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail to:

- Human Resources Department, Kenora District Services Board, Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

- Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. While all responses are appreciated, only those applicants selected for an interview will be contacted. The KDSB is an equal opportunity employer.

- **This posting will remain open until filled**

## PURE GOLD MINING

*This Job List is provided as a free resource for employers and job seekers.  
Red Lake Career & Employment Services cannot guarantee the accuracy and reliability of content.  
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We are sponsored locally by Red Lake Margaret Cochenour Memorial Hospital.*

- **Engineer-in-training**
- **Senior Mine Engineer**
- **Underground Surveyor**
- **Accounts Payable Clerk**
- **Geological Technician**
- **Production Geologist**
- **Mine Rescue Coordinator**
- **Electrician**
- **Mill Instrumentation Technician**
- **Buyer**
- **Mill Operator**
- **Mill Trainer/ Supervisor**
- **Long Hole Driller**
- **Underground Mining Supervisor**
- **Warehouse Technician**
- **General Opportunities**
- **Apply to/Full Job Descriptions:** <http://puregoldmining.ca/contact-us/careers>

### **TIKINAGAN CHILD & FAMILY SERVICES**

- **Child Care Worker: (1) position for Pikangikum**
- **Casual on- call Relief Worker**
- **TO APPLY:** Send your job application/resume to the Hiring Committee and include the Competition Number or the name of the position you are applying for by December 8, 2020:
  - BY MAIL: P.O. Box 627, Sioux Lookout, ON P8T 1B1 OR, BY FAX: (807) 737-4550
  - BY EMAIL: [HR@tikinagan.org](mailto:HR@tikinagan.org), DROP OFF YOUR APPLICATION AT ANY OF OUR OFFICES (ask the receptionist to fax your application to Human Resources)
- Tikinagan Child and Family Services is committed to providing a barrier-free work environment in concern with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Tikinagan will make accommodations available to applicants with disabilities upon request during the recruitment process. Tikinagan strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Tikinagan will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.
- For more information visit our website: [Tikinagan Child & Family Services :: Career Opportunities](http://tikinagan.org/careers)

### **FIREFLY**

- **Manager of communication and Organizational Development**
- **Occupational Therapist**
- **In School Counsellor (virtual service delivery)**
  - For more information visit: <http://www.fireflynw.ca/careers>

### **BEE-CLEAN BUILDING MAINTENANCE**

- **Office Building Cleaner**
  - Commercial cleaner is required in Red Lake. Cleaning duties consist of sweeping and mopping floors, vacuuming, dusting, cleaning interior windows, cleaning washrooms, emptying garbage and other tasks as required. Position is six hours during the day. Experience preferred but will train the right candidate.
  - A driver's license and the ability to pass a criminal background check are definite assets.
- **To apply fill out application on** <https://www.bee-clean.com>

### **KENORA RAINY RIVER DISTRICTS CHILD & FAMILY SERVICES**

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➤ **Child Welfare Worker**

- [Kenora Rainy River Districts Child and Family Services Careers \(betterteam.com\)](http://betterteam.com)
- **Apply To:** Please submit resume with letter of application to [hr@krrcfs.ca](mailto:hr@krrcfs.ca)  
Human Resources Department, Kenora-Rainy River Districts Child and Family Services  
820 Lakeview Drive, Kenora, Ontario, P9N 3P7, Fax No. (807)467-5539 ATT: HR

**RED LAKE IGA**

➤ **Store Manager**

➤ **Full/Part-time Cashiers**

➤ **Part-Time Deli Clerk**

- 20-40 hours per week. \$15-\$16 per hour, based on experience
- Duties: Food production and prep, customer service, stocking deli shelves and basic sanitation. Training will be provided as needed. Food handler's certification an asset
- Apply in person at IGA.

**VITO TARANTINO LIMITED (VTL)**

➤ **Welder- Permanent Full Time**

- Overtime may be required, must speak English; have Welder Trade Red Seal Certificate, Occupational Health and Safety Certificate, TSSA Certification; experience is an asset; must provide Criminal Record Check, Valid Driver's License; able to work in confined spaces, outdoors and in noisy, dusty settings. Must be able to meet physical demands of the position. Duties include reading and interpreting welding blueprints, drawings specifications, manuals and processes, welding experience in Gas tungsten arc welding (GTAW) (TIG, shielded metal arc welding (SMAW), Gas metal arc welding (GMAW). Must be eligible to work in Canada. Relocation costs will not be paid by the employer.

➤ **Automotive Service Technician**

- Permanent Full Time: Must speak English, Trade Certification required (Red Seal), criminal record check required, valid driver's license, must be able to meet physical demands of the position. Must be eligible to work in Canada. Relocation costs will not be paid by the employer.
- **Apply to:** [donna.vtl@shaw.ca](mailto:donna.vtl@shaw.ca)

**OCD JANITORIAL**

- **Cleaner:** Looking for full-time staff to start immediately. Job duties would be to clean regular commercial cleaning of offices and washrooms. Must have own reliable vehicle and must be able to work independently at all times. Starting wage is \$17 an hour. Job is in the red lake area. Hours to start are 12 PM till 8 PM Monday to Friday options to work the occasional weekends.
- **Apply to:** please personal message me or contact me through text at 807-727-0094

**KENORA RAINY RIVER DISTRICTS CHILD & FAMILY SERVICES**

- **Child Welfare Worker:** [Kenora Rainy River Districts Child and Family Services Careers \(betterteam.com\)](http://betterteam.com)
- **Apply To:** Please submit resume with letter of application to [hr@krrcfs.ca](mailto:hr@krrcfs.ca)  
Human Resources Department, Kenora-Rainy River Districts Child and Family Services  
820 Lakeview Drive, Kenora, Ontario, P9N 3P7, Fax No. (807)467-5539 ATT: HR

**NORTHWEST TIMBERMART**

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- **Delivery Driver**- Full Time
- **Shipper Receiver**- \$19-\$21 an hour. Full Time.
- **Customer Service Representative**- \$16-\$18 an hour. Full time, Part time, permanent.
- Qualifications:
  - Customer service 1 year preferred
  - Secondary school preferred
- Responsibilities:
  - Answer incoming customer inquiries. Collaborate with key stakeholders and teams to stay updated on new products, services, and policies. Record and modify customer information within the database
  - Engage with clients in a friendly and professional manner while actively listening to their concerns. Offer support and solutions to customers in accordance with the company's customer service policies. Other duties as requested
  - Schedule: Monday to Friday, weekends, day shift.
- **Hardware Buyer/ Receiver**- \$17-\$21 an hour depending on experience. Full time permanent.
  - Qualifications: Retail experience 1 year preferred
  - Responsibilities:
    - Check merchandise and received quantities against packing slips. Unpack merchandise and scan bar- codes using an optical scanner. Handle merchandise as required for loading or unloading. Record damaged merchandise. Follow store policies and procedures on loss prevention and health and safety in the work place. Schedule: 8-hour shift, Monday- Friday & weekends

## KENORA CATHOLIC DISTRICT SCHOOL BOARD

2020-57	<a href="#">Occasional Teachers</a>	All Schools	No Deadline
2021-45	<a href="#">Two (2) 1.0 FTE Permanent Teachers</a>	St. John School, Red Lake	May 14, 2021
2021-46	<a href="#">1.0 FTE Long Term Occasional French as a Second Language Teacher</a>	St. John School, Red Lake	May 14, 2021
2021-47	<a href="#">1.0 FTE Long Term Occasional Teacher</a>	St. John School,	May 14, 2021

○ **For full job descriptions and to apply please visit: <https://www.kcdsb.on.ca/>**

## MOFFATT SUPPLY AND SPECIALTIES

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- **Technical Sales and Business Development Representative**
  - Moffatt Supply & Specialties is a mining supply company with 9 branches across Canada catering to the needs of local mining, construction, and forestry industries in the geographical location of the branch. Moffatt Supply & Specialties specializes in pipe related products, valves and fittings, MRO/PPE Product, ground engaging tools for heavy equipment, wear products for the mining and construction industries and ground control and support products for both underground and open pit operations.
- **Core Competencies**
  - Customer Focus, Communication, Mediating and Negotiating, Problem Solving, Adaptability/Flexibility, Result Focus, Creative and Innovative Thinking, Ethics and Integrity, Accountability and Dependability, Team Player. Knowledge of the Mining, Construction, and Forestry Industry.
- **Reporting to the Branch Manager, the Outside Technical Sales representatives responsibilities include:**
  - Focusing on and engaging in all sales functions including maintaining current business, achieving growth, and meeting profit targets
  - Cultivating and managing key business accounts and maintaining lines of communication
  - Prospecting and generating new clients within the territory
  - Working with key clients to establish strategic inventories and establishing contracts to maintain that business. Preparing and presenting quotations
  - Acquiring product knowledge and demonstrating product to key customers
  - Assisting the Branch Manager in the day to day functions of the branch
  - Creating and maintaining strategic alliances with vendor Territory Managers
  - Working within the branch to insure adequate stock levels are maintained to service customer base.
- **Qualifications:**
  - Demonstrated ability to achieve sales and profit objectives within a competitive market
  - A proven track record in sales and business development
  - Highly motivated with excellent communication skills. Exceptional customer service skills, a proven problem solver. Technical aptitude and mechanical background are an asset
  - Knowledge of the mining, construction, forestry industries is preferred
  - Working knowledge of Inventory Control software and Microsoft Office
- This is an excellent opportunity for an ambitious, career-oriented individual desiring to be part of a successful and evolving organization with the ability to greatly impact the future success of the business.
- Our competitive compensation package includes base salary, commission, benefits, a bonus structure, company laptop, cell phone and company vehicle. Pay package is commensurate based on qualifications and experience.
- Please forward resume and cover letter to [dsutton@moffattsupply.com](mailto:dsutton@moffattsupply.com).
- While we thank all candidates for their interest, only those candidates chosen to be interviewed will be contacted.
- Moffatt Supply & Specialties is an equal opportunity employer, and participate in local collaboration agreements, all are encouraged to apply.
- **Warehouse Technician/Delivery Driver**
  - Full time, permanent; competitive pay with benefits after probation; Mon-Fri, 8-5
  - Provide day-to-day customer service in our Red Lake Branch, customer service is our main priority and is the most important part of this role.
  - The position is entry level with room to grow
  - Must be physically able to work in a warehouse environment
  - Must have G license, Grade 10 Education or more
  - Successful applicants must be able to meet the physical requirements of the position – required to lift objects up to 70lbs; good communication and customer service skills; able to be accurate and precise; capable of working in a team atmosphere with minimal supervision; strong personal ethics and values with the ability to lead by example; strong ability to deliver results; innovative - uses creativity and vision to improve; high sense of urgency and drive; able to set priorities and deliver results within deadlines and able to remain calm in stressful situations.
  - Clean criminal record – Those with theft or violence will not be considered
  - Moffatt Supply is an equal opportunity employer, if you don't meet all of the above, we encourage you to apply.
  - Moffatt participates in local first nation collaboration agreements; we encourage all to apply.
- **We encourage resumes to be delivered in person unless applying from a remote area in**  
**Which you can e-mail to: [dsutton@moffattsupply.com](mailto:dsutton@moffattsupply.com)**

## KEEWATIN PATRICIA DISTRICT SCHOOL BOARD

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## ➤ **1.0 Educational Assistants NEW \*\*\***

### ➤ **Tutors in the Classroom-**

- Red Lake District High School, Red Lake-Madsen Public School and Golden Learning Centre.
- Please apply directly to the Principal at the school you wish to apply.
- Generally needed for a few hours each week.

### ➤ **Casual Lunch Room Supervisors**

### ➤ **Casual Early Childhood Educator**

### ➤ **0.5 Elementary LTO Teacher – Balmertown**

### ➤ **Occasional Teachers- (Qualified and unqualified)**

- Qualifications:
  - Qualified occasional teachers will possess current Ontario College of Teachers certification. Unqualified personnel interested in supply teaching in emergency situations may apply and be considered. An Ontario High School Diploma or equivalent is required.
- Requirements:
  - Interested candidates should include the names of three professional references in their application package. One must be a recent/immediate supervisor with authorization to be contacted under the terms of the Freedom of Information and Protection of Privacy Acts. A copy of the Ontario College of Teachers Certificate of Qualifications must be attached, for qualified applicants. Recent graduates should include university transcripts and/or practicum teaching reports.
- Wage:
  - Qualified \$205.79/day or Unqualified \$188.09/day
  - Required for casual replacement of permanent teaching staff.
- Apply through Apply to Education:
  - [https://kpdsb.simplication.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=cb1901bc-cde0-4a75-8112-cb2073ed09ec&PAGE=1&locale=en&maf=0](https://kpdsb.simplication.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=cb1901bc-cde0-4a75-8112-cb2073ed09ec&PAGE=1&locale=en&maf=0)

## ➤ **Casual Education Assistants**

- Qualifications: You will assist designated students with activities of a special program, planning and preparing materials and activities, providing observation and assessment data, record keeping, care and assistance, medically necessary interventions (i.e. catheterization, suctioning), and other related duties as may be assigned by the Principal or to work under the direction of the school Principal and classroom teacher, assisting the teacher with activities and such other related duties as may be assigned by the Principal.

You will assist designated students with activities of a special program, planning and preparing materials and activities, providing observation and assessment data, record keeping, care and assistance, medically necessary interventions (i.e. catheterization, suctioning), and other related duties as may be assigned by the Principal or to work under the direction of the school Principal and classroom teacher, assisting the teacher with activities and such other related duties as may be assigned by the Principal.

- Requirements: Please include the names of three references, one of whom must be a recent/immediate supervisor with authorization to be contacted under the terms of the Freedom of information and Protection of Privacy Acts.
  - Wage:
    - Qualified \$23.28/hour or Unqualified \$20.51/hour
  - How to Apply:
    - [https://kpdsb.simplication.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=e76e2a87-bc56-4701-aca8-1f7e34e778f8&PAGE=1&locale=en&maf=0](https://kpdsb.simplication.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=e76e2a87-bc56-4701-aca8-1f7e34e778f8&PAGE=1&locale=en&maf=0)

## ➤ **See Keewatin Patricia District School Board website for all positions available...**

- **Apply to:** <http://www.kpdsb.on.ca/pages/view/employment-opportunities>

## SGS MINERALS

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We are sponsored locally by Red Lake Margaret Cochenour Memorial Hospital.*

- **General Labourer:** 40 + hours a week, Full-time
  - Duties:
    - Unpack samples, sort, transfer and dry samples
    - Execute and perform crushing, pulverizing and screening of geological materials as per SGS' Standard Operating Procedures
    - Conduct routine quality checks including particle size analysis, dust loss and report data immediately to the supervisor or group leader if results are outside acceptable parameters
  - Qualifications:
    - High school diploma
    - 0-1 years of relevant work
  - **Visit the website for more job opportunities and to apply:** [Job Opportunities | SGS Canada](#)
- **Fire Assay Technician:** 40+ hours/ week Full-time
  - Duties:
    - Perform fire assay techniques such as fluxing, fusing, and cupelling samples according to written procedures
    - Carry out routine equipment maintenance under direction of supervisor
    - Complete and maintain accurate, up to date work order documentation, fusion sheets and logs in every respect
    - Maintain a clean work environment which includes proper disposal of crucibles, cupels and fire assay lead wastes.
    - Organize and label waste disposal
    - May be asked to work in other areas of the Geochemistry laboratory sections when required.
    - May be assigned and coordinate special or ad hoc projects as needed
  - Education:
    - High school diploma (or equivalent) is required.
    - Experience: Minimum of 1 year of relevant laboratory work experience preferred or equivalent lab experience through education.
    - Must be able to read, understand and follow work instructions in a safe, accurate and timely manner.
    - Candidates must be proficient in using various type of computer software (Word, Excel, CCLAS, Oracle, etc.).
  - **Visit the website for more job opportunities and to apply:** [Job Opportunities | SGS Canada](#)
- **Crew Leader/ Team Lead**
- **Sample Preparation Technician (2)**
- **Crew Leader/ Sample Prep**
- **Production Coordinator**
  - **Visit the website for more job opportunities and to apply:** [Job Opportunities | SGS Canada](#)

## **EAR FALLS**

## **EAR FALLS FAMILY HEALTH TEAM: NEW \*\*\***

- **Registered Nurse**
  - As a member of the Ear Falls Family Health Team you would work with a team that is committed to creating a secure, responsive community orientated health care system, dedicated to provide high quality, holistic health care to the community of Ear Falls. As a Registered Nurse you would provide primary health care and health promotion for our patients.
- Requirements:
  - Current registration with the College of Nurses of Ontario (CNO)
  - Experience in primary health care within a family practice setting
  - Independent health care assessment and client management skills
  - Experience working with inter-professional teams and provide collaborative support
  - Demonstrated communication skills and problem solving abilities
  - Experience with electronic medical records
  - Ability to work effectively with minimal supervision
- How to apply: Interested applicants please forward your resume to:
  - Hiring Committee
  - Attn: April Delorme, RN, Executive Director
  - Ear Falls Family Health Centre
  - PO BOX 520
  - Ear Falls Ontario, P0V1T0
- Hours and wage: Wage to be determined on experience, 40 hours a week

## **EAR FALLS GOLF COURSE:**

- **Restaurant Staff (3) positions available (full/part-time)**
  - Duties include food preparation, serving customers, washing dishes and cleaning cooking equipment, cleaning floors, sanitizing, and maintaining all areas to health code standards.
  - SMART SERVE can be provided.
- **To apply:** email [efgolf@outlook.com](mailto:efgolf@outlook.com) or call **1 (705) 627-2674** for more information on the positions available.
- To apply, go to [www.census.gc.ca/jobs](http://www.census.gc.ca/jobs) and fill out the questionnaire.  
 \*\*Please do not submit a resume through this post or email. We will only accept applications that come in via the census.gc.ca/jobs website\*\*

## **EAR FALLS MUNICIPALITY: NEW\*\*\***

- **Swimming Instructor**

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## ➤ Summer Student Opportunities

- Please visit Ear Falls Municipal website at: [Careers Resources - Ear Falls, Ontario \(ear-falls.com\)](http://Careers Resources - Ear Falls, Ontario (ear-falls.com))

The Township of





**EMPLOYMENT OPPORTUNITY**

**Swimming Instructor**  
Seasonal, Part-Time Position

**Position Summary**

The Swimming Instructor will plan and implement an outdoor swim program for various age groups. The position will instruct and evaluate the program, maintain swimming equipment and complete required reporting.

**Qualifications Required**

- Lifesaving Society Swim Instructor or Canadian Red Cross Water Safety Instructor (WSI) Certification
- National Lifeguard Service Certification
- Standard First Aid / CPR C + AED
- Previous instructional experience an asset
- Familiarity with planning and implementing a swim program and swimming in an outdoor environment
- A Vulnerable Sector Check will be required prior to starting work.

**Rate of Pay**  
\$17.60 / hour after completion of probation

**Closing Date for Applications**  
Resumes / Applications will be reviewed as received at the Municipal Office until the position is filled.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of job selection.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter if they are from any of the following groups: Aboriginal people, visible minorities and persons with a disability.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Inquiries should be directed to Kimberly Ballance, Clerk Treasurer Administrator – Ph. (807) 222-3624 ext. 1027.

Applications should be directed to Kimberly Ballance, Clerk Treasurer Administrator, at the address listed below or to [kballance@ear-falls.com](mailto:kballance@ear-falls.com).

P.O. Box 309, 2 Willow Crescent, Ear Falls, Ontario P0V 1T0 - P 807.222.3624 - F 807.222.2384 - [www.ear-falls.com](http://www.ear-falls.com)

## LESLIE'S PIZZA KITCHEN

### ➤ Kitchen Help

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- **FOOD Prep/ Cooks**
- **Kitchen Manager**
  - Must have experience in running and managing a kitchen
  - Duties include:
    - Scheduling, Biweekly order placing, Inventory
    - Training other employees
    - This is a hands-on working position
    - Other duties as required to keep the kitchen running
- **Apply to:** (807) 222-9923

## EACOM

- **Automation Lead**
- **Maintenance Planner**
- **Millwrights**
- **Production Technicians**
- **Saw Filer**
- **Summer Student Jobs- General labourers**
- **Woodland Operations Supervisor**
- **Woodlands Manager**
  - **Apply to:** <https://www.eacom.ca/en/careers/#id-smart-recruiters>

## KEEWATIN PATRICIA DISTRICT SCHOOL BOARD

Position:	Job Code:	Posting Date:	Closing Date:
Tutors In the Classroom - 2020-2021 School Year			
Casual Lunch Hour Supervisors in Kenora, Red Lake/Ear Falls and Ignace			
<a href="#">.50 fte Elementary Long Term Occasional Teacher, Ear Falls, ON</a>	2943897	23 Apr. 2021	Ongoing
<a href="#">Occasional Teachers - 2020-2021 - All Areas of the Board</a>	2895137	20 Apr. 2021	Ongoing
<a href="#">Casual Early Childhood Educators - 2020-2021 - All Areas of the Board</a>	2895327	14 Apr. 2021	Ongoing
<a href="#">Casual Education Assistants - All Areas 2020-2021 School Year</a>	2895322	14 Apr. 2021	Ongoing

➤ **For more information and to apply please visit:**

- <http://www.kpdsb.on.ca/pages/view/employment-opportunities>

## KENORA DISTRICT SERVICES BOARD

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➤ **For more information, to see full job descriptions on each position and to apply please visit: <http://www.kdsb.on.ca/Careers.html>**

- **Summer Student Childcare Assistant (#SUM 21-24)** ☀
- **Casual Registered ECE or ECE assistant (#CC 20-46)**

### **KDSB: Registered Early Childhood Educator (CC 21-34)- Term Position: NEW\*\*\***

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients. We are currently seeking to hire a **Registered Early Childhood Educator ("ECE")** for a **term position** for approximately one (1) year (start date TBD) located in **Ear Falls, Ontario**. The regularly scheduled hours of work would be 8 hours/day, between the hours of 7:30AM – 5:30PM (exact schedule would be based on program needs). Reporting to the Registered Early Childhood Educator in Charge, the Registered ECE is responsible for providing care and supervision to children ages 0 – 12 years, through the planning and implementation of a program conducive to their emotional, physical, social and intellectual development.

#### **Key responsibilities include:**

- Supervise children in both indoor and outdoor settings, while monitoring the moods of individual children, and meeting their emotional needs with appropriate action.
- Assist children in maintaining correct hygiene procedures, changing soiled clothes, and assist children in mastering basic self-sufficiency skills such as dressing and personal hygiene.
- Implement programming based on the "*How Does Learning Happen?*" document, ensuring that the Four Foundations for Learning and Development (Belonging, Well-Being, Engagement and Expression) are being met.
- Remain up-to-date on the special needs and parental directives related to child care, including allergy and medical plans.
- Ensure all toys, equipment and furniture remain clean, organized, and in good working condition, and report any issues to the Early Years Quality Assurance Coordinator.
- Administer First Aid as required, and fill out correct forms as per policy guidelines.

#### **Successful candidates will have:**

- One (1) year experience in a childcare setting
- First Aid, including Infant and Child CPR
- Up to date immunization record, including TB skin test

#### **Qualifications will include:**

- Registered with the College of Early Childhood Educators.
- A satisfactory Police Vulnerable Sector Check must be provided.
- A valid Ontario Class G (or equivalent) driver's license
- Must have the ability to work on PD Days and school holidays.

The starting hourly wage for this position is \$28.39 (External term employees will be paid 90% of the applicable job rate for the first 30 days worked, in accordance with the Collective Agreement). Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **May 13, 2021 at 4:00 PM local time** to the:

Human Resources Department  
Kenora District Services Board  
Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

**While all responses are appreciated, only those applicants selected for an interview will be contacted.  
The KDSB is an equal opportunity employer**

### **KDSB: ECE Assistant (CC 21-35): Term Position: NEW\*\*\***

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We are currently seeking to hire an **Early Childhood Educator (“ECE”) Assistant** for a **term position** for approximately one (1) year (start date TBD) located in **Ear Falls, Ontario**. The regularly scheduled hours of work would be 8 hours/day, between the hours of 7:30AM – 530PM (exact schedule would be based on program needs).

Reporting to the Registered Early Childhood Educator in Charge, the ECE Assistant is responsible for providing care and supervision to children ages 0 – 12 years, through the planning and implementation of a program conducive to their emotional, physical, social and intellectual development.

**Key responsibilities include:**

- Supervise children in both indoor and outdoor settings, while monitoring the moods of individual children, and meeting their emotional needs with appropriate action.
- Assist children in maintaining correct hygiene procedures, changing soiled clothes, and assist children in mastering basic self-sufficiency skills such as dressing and personal hygiene.
- Implement programming based on the “*How Does Learning Happen?*” document, ensuring that the Four Foundations for Learning and Development (Belonging, Well-Being, Engagement and Expression) are being met.
- Remain up-to-date on the special needs and parental directives related to child care, including allergy and medical plans.
- Ensure all toys, equipment and furniture remain clean, organized, and in good working condition, and report any issues to the Early Years Quality Assurance Coordinator.
- Administer First Aid as required, and fill out correct forms as per policy guidelines.
- 

**Successful candidates will have:**

- One (1) year experience in a childcare setting
- First Aid, including Infant and Child CPR
- Up to date immunization record, including TB skin test.

**Qualifications will include:**

- Completion of High School Diploma or equivalent.
- A satisfactory Police Vulnerable Sector Check must be provided.
- A valid Ontario Class G (or equivalent) driver’s license
- Must have the ability to work on PD Days and school holidays.

The starting hourly wage for this position is \$23.67 (External term employees will be paid 90% of the applicable job rate for the first 30 days worked, in accordance with the Collective Agreement). Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **May 13, 2021 at 4:00 PM local time** to the:

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**-END -**