



Employment Opportunity  
**Part-time  
Janitor/General Maintenance**

***Mi'gmawei  
Mawiom Business  
Corporation's  
(MMBC) mission is  
to generate net  
revenue for the  
Mi'gmawei  
Mawiom through  
own source  
revenue from joint  
investments in  
large economic  
development  
projects.***

[www.mmcorporation.ca](http://www.mmcorporation.ca)

**Reporting to the Executive Assistant, the main duties of the job are:**

- Sweeping all floors daily and washing floors as needed;
- Vacuuming the rugs as needed;
- Cleaning the washrooms daily;
- Garbage and recycling daily;
- Washing dishes daily;
- Dusting as needed;
- Cleaning windows as needed;
- Spring cleaning once a year;
- Cleaning the snow from the entrance and salting it in the Winter as needed;
- Assembling office furniture and other;
- Minor repairs in office such as changing door knobs, handles, etc.;
- General labour such as moving furniture or filing cabinets with a dolly occasionally;
- Other related duties;

**Qualifications required:**

- Hazardous materials training certificate an asset, training required
- Reliable and confidential.
- No criminal record related to theft, fraud, or illegal substances.
- Experience in janitorial work and small minor repairs will be an asset;
- Good reading & writing skills in English
- Valid Medicare card

**Profile of the ideal candidate:**

- Autonomous and good judgement
- Sensitive to the social and cultural dynamics of First Nation Communities
- Experience in team work
- In good physical condition;

**Remuneration:** According to Salary Scale of MMBC

**Date of assumption of duties:** April 2021

All applications will be treated in a confidential manner.  
A complete job description is available upon request.

**Send your resume and cover letter before Friday, April 30th, 2021  
at 4 PM to Fred Vicaire, Chief Executive Officer at:  
[info@mmcorporation.ca](mailto:info@mmcorporation.ca)**