



## Employment Opportunity

### Receptionist

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Department: Administration  
Posting Date: June 9<sup>th</sup>, 2022  
Location: Band Office, Garden Village, ON  
Schedule: Standard Work Week  
Job type: Full-time, Permanent  
Vacancies: 1  
Reports To: Director of Administration  
Starting Hourly Rate: \$18.50/hour

The Receptionist at Garden Village is a key member of the Administration team. In addition to a variety of clerical duties, the incumbent will greet visitors to the office and answer all in-coming calls.

#### **What you'll do in the role**

- Greet members, visitors, staff at the reception area and direct as appropriate
- Notify department staff of visitors
- Answer and direct all incoming calls, record and relay messages as required
- Respond to telephone and in-person inquiries by providing information or directing the person to the appropriate staff member
- Ensure main voicemail reflects offices closings, as well as posting office signs
- Record and send staff absence notices to employee supervisors
- Provide clerical support services such as typing correspondence, reports, minutes, photocopying, scanning, faxing, assisting with mail outs
- Record registration information for programs/events as required
- Manage incoming and outgoing mail
- Participate in meetings, note taking and preparing minutes for NFN Advisory Committees, Council meetings and other meetings as needed
- Distribution of NFN communications
- Complete and submit administrative reports
- Maintaining office equipment such as the phones, photocopier, stamp and fax machine ensuring that these are in always working order by troubleshooting issues and coordinating maintenance.

#### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- A high school diploma or equivalency (GED), a minimum of two years' experience in an office setting, and a high level of clerical skills; or
- Graduation from an office administration program
- General knowledge and understanding of First Nations
- Able to operate telephone, photocopy, fax and scanning equipment
- Ability to work effectively and liaise with internal and external contacts professionally
- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem solving abilities and conflict resolution skills
- Excellent time management, organizational and administrative skills



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- Working knowledge of Office 365 applications including MS Word, Excel, and Outlook
- Ability to act professionally and work with minimal supervision
- Valid drivers license and vehicle is considered an asset

### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing June 24<sup>th</sup>, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

#### **Closing July 1<sup>st</sup>, 2022 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

#### **Closing July 8<sup>th</sup>, 2022 or until filled - 3rd Round**

- Opportunities are open to all applicants (status and non-status).

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume as an attachment to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted below.

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**