



**WABASEEMOONG
INDEPENDENT NATIONS**



**OUR NATIONS
STRONGER TOGETHER**

Employment Opportunity

Position: Receptionist
Term: Full Time Monday-Friday (9am-4pm)
Responsible to: NIIGONIGABOW SECRETARIAT

Government Office
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0

☎ (807) 927-2000
☎ (807) 927-2071
✉ info@wabaseemoongnations.ca

POSITION SUMMARY

We are looking for a receptionist to be responsible for greeting clients and visitors to our office. You will oversee giving clients directions to various parts of the office, contacting employees regarding visitors, answering phones and taking messages, and sorting and distributing mail.

To be successful in this role, you will need excellent written and verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel. Prior experience as a receptionist is also helpful.

RESPONSIBILITIES

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.



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QUALIFICATIONS

- High school diploma or general education degree (GED) required
- 2-3 years of relevant experience in an office environment
- Proficient in Microsoft Office
- Able to type 35 wpm minimum
- Strong phone skills
- Demonstrated ability to read, write, and speak English
- Comfortable multi-tasking and prioritizing tasks without guidance
- Excellent interpersonal skills
- Punctual with strong attendance history
- Experience working in a First Nation community is an asset.
- Strong organizational/time management skills with an ability to plan and define measurable objectives and outcomes in a timely manner.
- Valid G Class Driver's License and access to a reliable vehicle with appropriate insurance.
- Valid current vulnerable sector criminal records check and, First Aid/CPR.
- Ability/willingness to travel and to work non-standard hours, after hours and week ends

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CLOSING DATE: APRIL 22, 2022

Please send your resume to judy.fobister@wabaseemoong.ca

All interviewees must provide a current Vulnerable Sector Check and Drivers' Abstract at time of interview.

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.