

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY RECEPTIONIST

FT/PT Position: 1 Full-time Permanent Position

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Chief and Council

Closing Date: June 3, 2021

Summary: The Receptionist is to provide a positive attitude and a welcoming atmosphere for staff, clients, guests, and outside agencies, as well as to ensure the Band Office is fully operational during regular working hours and ensuring effective communications in the Band Office.

Duties:

- Communicate with Chief and Council, staff, guests, and outside agencies in a respectful and professional manner.
- Provide general secretarial and administrative support including faxing, copying, scanning, e-mailing, filing, and shredding.
- Answer telephone, screen, and direct calls.
- Monitor and general upkeep of copier and supply room.
- Take, relay messages, and provide general information to callers.
- Greet people entering the building and direct to appropriate person(s).
- Prepare correspondence and documents as required.
- Receive and sort mail, e-mail, and deliveries.
- Organize conference and meeting room bookings.
- Monitor, operate, and maintain office equipment.
- Ordering of office supplies and janitorial cleaning supplies.
- Tidy and maintain the reception area.
- Monitor visitor access and maintain security awareness by securing building at the end of the day.
- Take part in, and successfully complete, any requested training by Chief and Council.
- Any other related duties as assigned by Chief and Council.

Qualifications:

- Completion of Grade 12 diploma/G.E.D. or equivalent an asset.
- Excellent communication skills, both verbal and written.
- Must be able and willing to maintain confidentiality.
- Knowledge of computers and software applications, such as Microsoft Office.
- Must be reliable and punctual.
- Ability to work unsupervised and take initiative.
- Must be a team player.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) by:
Thursday, June 3, 2021 at 4:00 p.m.

Applications can be submitted by e-mail to:
Wabigoon Lake Ojibway Nation Band Office
Attention: Human Resources
RR1, Site 115, P.O Box 300
Dryden, ON P8N 2Y4
T: (807) 938-6684 F: (807) 938-1166
E-mail: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED.

MUST BE WILLING TO SUBMIT TO DRUG TESTING.

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.