



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Receptionist

Location: Sarnia, ON

Duration: Permanent Full Time

Posting Closes/Deadline: February 20, 2019

Position Summary:

Appointed, as Receptionist, to provide reception/visitor information and clerical support services to ensure the efficient operation of the Band Office.

Responsibilities:

- Greets and directs visitors to the office; monitors public access.
- Responsible for the switchboard; answers and directs all incoming calls.
- Responds to telephone and personal enquiries by providing factual information or directing the questioner to the appropriate staff.
- Maintains an awareness of the events and services offered at the Aamjiwnaang First Nation and responds to visitor enquiries.
- Maintains and distributes, on request, visitor information materials and brochures.
- Provides general secretarial, clerical and administrative services, including typing, transcription, filing, photocopying and sending and receiving fax and courier messages/parcels.
- Record incoming mail, stamp the date received, and distribute to the appropriate personnel.
- Assists in arranging staff meetings; schedules meeting room use, and maintains awareness of staff whereabouts on a daily basis.
- Performs other duties as required

Knowledge, Skills and Abilities:

- organizational and planning
- time management skills and the ability to prioritize work
- data management
- attention to detail and accuracy
- problem-solving
- adaptability
- customer service orientation

- team work
- communication skills - verbal and written
- Strict adherence to confidentiality practices

Requirements:

- Ontario Secondary School Graduation Diploma.
- Pleasant attitude and interest in working with the general public on a daily basis.
- Sensitivity to Native issues.
- A high degree of initiative and self-direction
- High level computer and word processing skills.
- High level secretarial skills

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Lorrie Guggisberg
Human Resources Officer
Or
HumanResource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca