Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Receptionist (Community Centre)
Location: Sarnia, ON
Duration: Permanent
Posting Closes/Deadline: November 5th, 2026

Position Summary

Appointed, as Receptionist, to provide reception/visitor information and clerical support services to ensure the efficient operation of the Maawn Doosh Gumig Community and Youth Centre.

Responsibilities

- Greets and directs visitors; 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 and photocopying.
- 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, & 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
- Teamwork
- Communication skills - verbal and written
- Strict adherence to confidentiality practices

Minimum Requirements

- Ontario Secondary School 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

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Corrie Plain, Human Resources Officer
Or
humanresource@aamjiwnaang.ca with subject line: JOB APPLICATION - RECEPTIONIST
Or
519-336-0382 fax

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