

JOB POSTING DETAILS

Job Title	Receptionist(s) - 2 Part-Time positions	Job Type	NA
Job ID	3061	Duration	NA
Date Posted	October 21, 2021	Location	NA
		Closing Date	November 4, 2021

Job Overview - Description & Duties

The Receptionist coordinates reception of incoming visitors, callers, and correspondence and provides administrative support to assist in the efficient and effective operation of the Community Wellness Department.

The Receptionist functions as a member of an interdisciplinary team under the direction of the Community Wellness Director. Consistent attendance and punctuality are critical given the nature of the responsibilities. The incumbent may be subjected to stress from dealing with clients and families in distress, difficult people and situations, and a high workload.

This position is subject to Sagamok Anishnawbek personnel and administrative policies, relevant Community Wellness Department policies and procedures, and relevant laws, regulations, and policies.

This position carries no specific management authority or responsibilities.

Required Skills

1. Certificate in Secretarial or Office Administration from a recognized training institute.
2. A minimum of two years of related work experience.
3. Knowledge of and respect for Anishnawbek history, practices, teachings, language, values, and beliefs is of critical importance.
4. Ability to understand and speak Ojibway will be considered a definite asset.
5. Intermediate proficiency in Microsoft Word, Excel, PowerPoint, Publisher, internet, and email software/s.
6. Valid driver's license and vehicle for on-the-job use.
7. Sign and maintain an annual oath of confidentiality.
8. Secure and maintain certification in Privacy and Confidentiality.
9. Must provide a criminal record check prior to commencing employment.
10. Incumbent is subject to six months probation.
11. Hold, or be willing to secure, CPR and First Aid Certification.
12. Must be able to work 40 hours per week and flexible hours, including evenings and weekends.

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter, resume, photocopies of certificates from a post-secondary institution, and three work-related references to:

Attn: Hiring Committee

c/o Human Resources

Sagamok Anishnawbek, P.O. Box 610, Massey, Ontario, P0P 1P0

Fax: (705) 865-3307

Email: spencer_natalie@sagamok.ca

Closing Date: Thursday, November 4, 2021, at 4:00 p.m.