

## JOB POSTING DETAILS

<b>Job Title</b>	Back-Up Receptionist (Admin & Health Dept)	<b>Job Type</b>	NA
<b>Job ID</b>	3108	<b>Duration</b>	Casual
<b>Date Posted</b>	November 24, 2021	<b>Location</b>	Mississauga First Nation
		<b>Closing Date</b>	December 31, 2021

### Job Overview - Description & Duties

Receive all incoming telephone calls and visits in person and direct all inquiries and persons appropriately and with courtesy  
 To receive and record all incoming and outgoing mail, open and distribute it to the appropriate staff, affix appropriate postage and ensure proper handling, photocopying of mail as needed  
 Be aware of and as required and requested to provide information about all staff employees' whereabouts  
 As needed and requested, order appropriate storage, distribution, and use of office supplies (i.e. pens, writing pads, staplers/staples, 3-hole punch) stationary, and standard agency forms  
 Maintain booking schedule for Council Chambers using Outlook monitoring, community hall rental, van, and bus rental, cultural center  
 Perform secretarial and clerical duties of photocopying, faxing, typing, and telephoning  
 Make travel arrangements and maintain travel itineraries for all staff, when required  
 Responsible for drafting letters and any other correspondence related to office administration  
 Ensure confidentiality and safekeeping of all of the organization's records, forms, and documents  
 Assist Housing and Property Manager with receipting rent monies when required  
 Update employee telephone and email listing for all staff and Chief and Council  
 Coordinate and compile Weekly Community Flyers; prepare cheque requisitions for weekly Flyer delivery  
 Receive money, prepare invoices, and log payments for photocopying/ facsimile transmissions for the general public and forward to Finance Clerk and place in safe  
 Responsible for and maintaining Visitor Log Book; Employee Sign In / Out Daily Log Book  
 Conduct themselves in a professionally appropriate manner; and any other duties as required

### Required Skills

Certificate and/or diploma in secretarial and office services with a minimum of two (2) years of related experience  
 Experience working with aboriginal people, organizations, and communities  
 Must provide a clear Criminal Records Check  
 Knowledge of Mississauga First Nation programs and services; understanding of Aboriginal culture and traditions  
 Knowledge of the Occupational Health and Safety Act and the Canada Labour Code as it applies to the worker  
 Good interpersonal skills; good public relations; good communication/ organizational skills  
 Excellent time management skills; excellent computer skills with MS Office including Excel, Word, Access  
 Ability to work independently and within a team environment; and ability to pay attention to detail and ensure accuracy with work

### Other Requirements

NA

### How to Apply

Customize your cover letter and resume to the duties, experience, expectations, and qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their educational qualifications and certifications at the time of the interview. Please note that all interviews will be in person. If you would like a copy of the full job

description and/or are interested in applying you may submit your covering letter, resume, and three (3) work-related references to:

Mississauga First Nation

P.O. Box 1299 Blind River, Ontario P0R1B0

Attention: Human Resources Clerk

Marked: CONFIDENTIAL

EMAIL: hrclerk@mississaugi.com FAX: 705-356-1740

Deadline: Until position is filled

Thank you to all applicants; however, only those selected for an interview will be contacted.