

JOB POSTING DETAILS

Job Title	Administrative Receptionist	Job Type	NA
ES Job ID	3608	Duration	Relief
Date Posted	August 25, 2022	Location	Cutler
		Closing Date	October 31, 2022

Job Overview - Description & Duties

Administrative Receptionist

The Receptionist will screen all telephone calls, facsimiles, and incoming mail. In addition, the receptionist will liaison with the Chief and Council, client/band members, and the general public. Work is performed independently, under the general direction of the Director of Operations.

Position Duties

- Represent Serpent River to the public and private sector in the highest possible professional standard.
- Maintain positive relationships with Serpent River's internal and external clients, and ensure that transactions or information received on behalf of the band and/or its members are kept confidential.
- Ensure a high level of public relations through courtesy with all telephone and public inquiries.
- Maintain the upkeep of office equipment i.e. facsimile, photocopier, and telephones.
- Process all incoming mail, telephone calls, messages, couriers, and deliveries for all Serpent River Chief and Council, departments, programs and/or services.
- Performs other related duties as required.

Required Skills

Qualifications

- Grade 12 diploma. A college diploma in Office Administration would be an asset.
- Good organizational skills.
- Proficiency in technology
- Ability to obtain First Aid and CPR Certification within the first three months of employment.
- WHMIS certification or ability to obtain within the first three months of employment.
- Developed interpersonal skills and the ability to effectively work with the general public management and employees.
- Be able to work overtime to meet deadlines and/or emergency situations
- Proficiency with Excel, computer software and office equipment
- Ability to work as a team in a fast-paced environment
- Must provide a clear CPIC? Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources

195 Village Road, Cutler Ontario, P0P 1B0

Fax: 705-844-2757

Email: hr.jobs@serpentrivern.com

open until filled