

## JOB POSTING DETAILS

<b>Job Title</b>	Receptionist / Filing Clerk (2)	<b>Job Type</b>	NA
<b>ES Job ID</b>	3588	<b>Duration</b>	NA
<b>Date Posted</b>	August 12, 2022	<b>Location</b>	Massey
		<b>Closing Date</b>	August 23, 2022

### Job Overview - Description & Duties

The Receptionist/Filing Clerk will screen all telephone calls, facsimiles, and incoming mail. In addition, will liaison with the Chief and Council, client/band members, and the general public. The Receptionist/Filing Clerk will also be responsible for updating the electronic filing system and providing office assistance to the Administration office.

Work is performed independently, under the general direction of the Human Resource Manager.

#### PRIMARY RESPONSIBILITIES

- Greet and represent Sagamok Anishnawbek to the public and private sector ensuring a high level of public relations through courtesy with all telephone and public inquiries.
- Answer and screen all telephone calls, forward them to the appropriate person or service and respond to general enquiries.
- Maintain positive relationships with Sagamok Anishnawbek's internal and external clients, and ensure that transactions or information received on behalf of the band and/or its members are kept confidential.
- Process all incoming mail, telephone calls, messages, couriers, and deliveries for all Sagamok Anishnawbek Chief and Council, departments, programs and/or services.
- File incoming mail and/or documents and send documents to the intended or appropriate recipient(s) via email. This involves scanning and archiving information to the appropriate electronic file folder for future reference.
- Scanning personnel files and electronically filing them in the Mitrefinch HRIS. Filing paper copies of personnel files in alphabetical order in the HR file cabinet.
- Maintain the upkeep of office equipment i.e. facsimile, photocopier, and telephones.
- Performs other related duties as required.
- Scanning and Electronic Filing of Documents. Once they have a set of documents ready for scanning, scanning clerks perform the actual conversion to digital copies.
- This scanning process includes placing the physical records into a scanner in the right orientation and pressing the right buttons to initiate the scan. Check Quality of Scanned Documents. Also, filing the scanned documents to the HRIS.

### Required Skills

- Some previous administrative experience is preferred
- Experience working with the public
- Must be self-directed and able to work as part of an interdisciplinary team
- Must be willing to create a professional development plan and participate in training as necessary

### Other Requirements

NA

### How to Apply

APPLICATION REQUIREMENTS

- Updated Resume highlighting your skills
- Cover Letter (indicate how this opportunity furthers your career/employment aspirations)

Applications can be submitted to:  
Natalie Spencer, Human Resource Manager  
Email: [hr@sagamok.ca](mailto:hr@sagamok.ca)  
By: Monday, August 23, at 4:30 pm.