



RECEPTIONIST

1 Full-Time Permanent Position

GENERAL DESCRIPTION

The Receptionist is a full-time, permanent position. The Receptionist is responsible for the overall general office administration of the band and is the front-line staff who greets clients, community members and guests.

PREFERRED QUALIFICATIONS

1. Ontario Secondary School Diploma (Grade 12) and specialized course work in general business practice plus three years' experience;
2. Proficiency with software (Microsoft Office);
3. Knowledge and demonstrated ability of office procedures and office equipment;
4. Ability to accept direction and work with minimal supervision;
5. Proven interpersonal skills;
6. Demonstrated ability to establish and maintain paper and electronic filing systems;
7. Excellent organizational, and administrative skills;
8. Demonstrated knowledge of English spelling, grammar and composition;
9. Ability to speak Ojibway is an asset;
10. General knowledge of community services, customs and traditions;

Applications will be accepted until 4:30 pm February 19, 2019. Applications should include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Amanda French
Executive Assistant/HR
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario
P9A 3M3
Email: execassist@vianet.ca
Fax: (807)274-6458

All late applications will be returned unopened.
For a complete Job Description, contact Trisha Bruyere-Caribou