



## WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

**Job Title: Casual Reception**  
**Department: Administration**  
**Status: Casual**  
**Rate of Pay: \$17.14 per hour**  
**Closing Date: Accepting Applications Anytime**

### Position:

The Walpole Island First Nation Casual Receptionist will support business activities at the designated workplace through a variety of tasks including greeting and directing visitors/community members/staff by answering phone calls and managing schedules. You are the first person that visitors/community members/staff encounter, and should be an outgoing, helpful, personality with strong interpersonal skills.

### Requirements:

- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills.
- Experience with administrative and clerical procedures and willing to obtain.
- Able to contribute positively as part of a team, helping out with various tasks as required.
- Ontario Secondary Highschool diploma required;
- Post Secondary diploma in Administration or related field an asset;
- Minimum 2 years of relevant work experience;
- Three (3) years working with/for a Native community is considered an asset;

### Responsibilities:

- Greet visitors/community members/staff with a positive, helpful attitude.
- Assisting visitors/community members/staff in finding their way around the office.
- Announcing visitors/community members/staff as necessary.
- Helping maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Ensure confidentiality of employees and community members information is always maintained.



## **WALPOLE ISLAND FIRST NATION**

- Establish a constructive working relationship with all departments within the Walpole Island First Nation organization. Assist in the coordination and establishment of team initiatives.
- Provide excellent customer service.

### **How to Apply:**

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation  
Human Resources  
Mail: 117 Tahgahoning Rd,  
Wallaceburg, ON  
N8A 4K9  
or  
Fax: 519-627-5915  
or  
Email: [Careers@wifn.org](mailto:Careers@wifn.org)