



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Receptionist
Department: Various Departments
Pay Rate: \$20.05 per hour.
Status: Casual Call-In

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 willingness to obtain.
- Able to contribute positively as part of a team, helping with various tasks. as required.
- Ontario Secondary High School diploma required.
- A post-secondary diploma in Administration or a related field is 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.
- Professionally answering phones, 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.
- 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.

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



WALPOLE ISLAND FIRST NATION

How to Apply:

Please submit your resume and cover letter describing the 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