

NOW HIRING

Ojibway Nation of Saugeen Receptionist (Fixed-Term – 6 months)

The Ojibway Nation of Saugeen is seeking a Receptionist to join our team in the Band Office. This position will be for a fixed-term period of six (6) months. This fixed term will begin as soon as a suitable candidate is found. Hiring is being done on **urgent basis** as there is no receptionist at the Band Office at this time. It is the Chief and Council expectation that the position will be filled by no later than **Friday, May 6, 2022**.

The ONS Receptionist is responsible for creating a welcoming environment, greeting, informing and directing visitors and employees in a warm, courteous and professional manner at all times.

As the ONS Receptionist you will be responsible for a wide range of clerical office duties in support of Band Administration and the Chief and Council (Headmen). Your duties will include:

- answering the ONS telephone and general emails and referring those telephone calls and emails to the appropriate Band Council Member or staff member,
- scheduling tasks for Chief and Council and staff members,
- photocopying, faxing, scanning,
- monitoring supply levels and reordering supplies,
- distributing incoming mail,
- coordinating outgoing mail and courier services,
- ensuring Band Council Resolutions are kept orderly,
- ensure Band Council Meeting Minutes are available to community members on a timely basis,
- coordinating and communicating office activities,
- to create a monthly schedule for the gym, and
- other reasonable duties as required and set out in the job description.

Please email us for a copy of the Receptionist Job Description.

Please drop off or email your resume along with a cover letter by no later than **5:00 p.m. (CT) Tuesday, May 3, 2022** to:

Address: ONS Band Office
General Delivery – Savant Lake, ON
807-928-2824

And/Or

Email: betty@ojibwaynationofsaugeen.ca

Identify the position you are applying for on the envelope or in the subject line of your email.

Preference will be given to ONS Band Members and those of Aboriginal descent who identify at the time of application.

You **may** be required to provide a criminal record check or vulnerable sector check which will be paid for by the employer.

All applications are appreciated and will be reviewed, but only those chosen for an interview will be contacted.

For more information please contact Betty Necan at betty@ojibwaynationofsaugeen.ca