

## **Job Description**

### **Ojibway Nation of Saugeen Receptionist (Fixed-Term 6 Months)**

**Date:** April 30, 2022

**Reports to:** Chief and Council

**Status:** Fixed Term (6 months)

The receptionist for the Ojibway Nation of Saugeen will welcome visitors by greeting them, in person, by email or telephone and answer or referring inquiries. The Receptionist will often be the first point of contact for the Ojibway Nation of Saugeen for band members, Federal, Provincial, Municipal and First Nation government service personnel, First Nations organizations and agencies, other ONS business partners, service providers and others.

The ONS Receptionist shall be responsible for a wide range of clerical office duties in support of Band Administration and the Chief and Council (Headmen). Receptionist duties include, but are not limited to:

- 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, data entry, word processing,
- monitoring supply levels and reordering supplies,
- distributing incoming mail,
- coordinating outgoing mail and courier services,
- ensuring Band Council Resolutions are kept orderly in the Band Office,
- ensure Band Council Meeting Minutes are available to community members on a timely basis,
- coordinating and communicating office activities,
- coordinating Chief and Council calendars,
- creating a monthly schedule of activities for the gymnasium,
- attend meetings as needed, and
- other reasonable duties as required.

The ONS Receptionist must be able to competently perform word processing, email, photocopying, faxing, data entry, and other duties as assigned.

#### **Required Skills and Qualifications**

- High School Diploma or prior proven experience working as receptionist or in a related field,
- Proficient in Microsoft Office programs (Outlook, Excel, and Word),
- Excellent organizational skills including ability to prioritize and coordinate multiple tasks,
- Excellent written and verbal communication skills including professional phone etiquette,
- Excellent interpersonal skills with the ability to effectively interact with the ONS First Nation and external governments, other First Nations, business partners, First Nation organizations and agencies, service providers, and staff at all levels,
- Able to coordinate multiple projects to a successful completion with little or no supervision,
- Responds promptly to shifts in direction, priorities and schedules,
- Uses sound judgment and demonstrates problem resolution skills,
- Thinks strategically and is proactive, and
- Contribute positively as part of the Ojibway Nation of Saugeen team.

The term of this position is 6 months from the date a receptionist is hired.