



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

RECEPTIONIST

ONE (1) YEAR CONTRACT

Nogdawindamin Family and Community Services, an expanding native child welfare agency serving member First Nations situated between Sault Ste. Marie and Sudbury, is seeking to hire a **Receptionist**. The position will be located at our **Head Office in Batchewana First Nation**.

Overview of Responsibilities

Under the direction of the Accounting Supervisor, the Receptionist is responsible for providing reception and clerical support for the Agency. The Receptionist is responsible for greeting customers in person or on the telephone and directing them to the appropriate personnel. The Receptionist is to type, photocopy and file documents, open and record incoming and outgoing mail and faxes, coordinate vehicle maintenance and maintain office supplies.

MINIMUM QUALIFICATIONS:

Education and Experience Requirements

- Diploma in Office Administration
- Two (2) years' experience in an office setting

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of office systems, equipment, processes and procedures
- Basic knowledge of child welfare is an asset

Special Skills & Abilities

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of office systems, equipment, processes and procedures
- Basic knowledge of child welfare is an asset
- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Ability to take initiative, work independently and work with minimal supervision
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to display a positive and helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Please submit a job related resume and cover letter along with three work related references by,

Wednesday, May 10, 2017 - 4:00 pm to:

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717
hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca