



# EMPLOYMENT OPPORTUNITY

## **Position Title: RECEPTIONIST** (Job Description under review)

**REGULAR FULL TIME – MANITOULIN ISLAND**  
**Internal and External Posting**

A Receptionist is an integral part of a multi-functional team whose members are expected to possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being. The position reports to the Service Supervisor.

Receptionist(s) will perform administration and coordination of tasks for providing support services to staff of Kina Gbezhgomi Child and Family Services:

- Carry out the day-to-day administrative services related to reception/switch board operation, typing, mail; and, greet clients and direct them to contacts or service area.
- Be aware of the whereabouts of Agency staff.
- Ensure that all inquiries are appropriately and courteously handled.
- Maintain confidentiality and privacy at all times due to the highly sensitive nature of the Agency's business.
- The position requires punctuality, initiative, professionalism, written/oral/listening and speaking skills, organized and exceptional client contact skills and can multi-task in a busy office environment.

### **QUALIFICATIONS:**

- Certificate or Diploma in secretarial program or business administration from a recognized College.
- Minimum two (2) year's work experience in secretarial and office services preferably in a human services organization.
- Working knowledge of current computer hardware and software and other office equipment such as Xerox Docu-Share copier, automated postage meter, and fax machines; along with excellent skills in MS Office Software(IBM compatible, MS Word, Excel, Windows, Outlook).
- Must possess effective communication, organizational, problem-solving and evaluation skills and work with minimal supervision.
- Must possess knowledge, respect and sensitivity to Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.
- Able to speak Anishinabemowin is a definite asset; or, must be the willingness to learn Anishinabemowin.

PLEASE REVIEW THE FULL JOB DESCRIPTION AND QUALIFICATIONS ON OUR WEBSITE [www.kgcfcs.org/employment](http://www.kgcfcs.org/employment)

**Deadline: October 26, 2018 @ 10:00 am**

Cover letter, resumes and 3 references can be sent to:  
Attention: Human Resources (**Confidential**)  
Kina Gbezhgomi Child and Family Services  
98 Pottawatomi Avenue (Main Office), Wiikwemkoong, Ontario P0P 2J0  
OR  
By Fax: 705-859-2195 (Main Office) or By Email: [hr@kgcfcs.org](mailto:hr@kgcfcs.org)

*KGCFCS services are highly specialized in the approach to the delivery of Anishinaabe child welfare in our area, preference will be given to Anishinabek candidates (please self-identify). Miigwetch for your interest, we will only contact those candidates selected for an interview. The successful candidate(s) will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License and sign a Declaration of Confidentiality.*

Posting: October 11, 2018  
Competition #18-10-RECP