



RECEPTIONIST – FULL TIME

PURPOSE OF THE POSITION

The Receptionist provides secretarial, clerical and administrative support in order to ensure that First Nation services are provided in a welcoming environment in a pleasant, effective and efficient manner.

RESPONSIBILITIES

- Provide office support services to ensure efficiency and effectiveness at the Thunder Bay Satellite office.
- Provide administrative support to Chief and Council and for office staff generally.
- Perform technical and oversight tasks in order to maintain functionality of office systems
- Perform clerical tasks to facilitate financial management and controls.
- Perform other related duties as required

Qualifications and Professional Certifications

The Receptionist will have the required knowledge, skills and attributes through completion of an office procedures course combined with related First Nation experience.

Knowledge - The Receptionist must have proficient knowledge in the following areas:

- office administration
- the policies, procedures and codes that is governed in BNA's operations
- an understanding of BNA's Members and its socio-economic, cultural and political environment

Skills - The Receptionist must demonstrate the following skills:

- ability to work both independently and as part of a team
- analytical and problem solving skills
- decision making skills
- effective verbal, presentation, written and listening communications skills
- computer skills including the ability to operate spreadsheets in Excel, word-processing and other office applications at a highly proficient level
- stress management and time management skills
- knowledge in the Ojibwe language

Education, Experience and Other Requirements:

- Valid driver's license is required
- Must possess a current Criminal Reference Check
- Minimum of 2 to 3 years of relevant experience or related field and/ or combination of education (post-secondary) in Office Administration

Salary Range: \$30,000 to \$35,000

TO APPLY:

Applications must include: Current cover letter, resume and 3 work related references

Remuneration: Based on experience and skills

Application Deadline Date: August 27, 2019

Miigwetch to all who apply. Only those applicants selected for an interview will be contacted.

Attention: Natalie Hutchinson Email: nhutchinson@bnafn.ca Website: www.bnafn.ca