



Aundeck Omni Kaning First Nation

APPLICATIONS ARE BEING ACCEPTED FOR TEMP SERVICES

Receptionist

To provide administrative support to the Band Administration Office and Naandwegamik Health Centre on a temporary basis as needed. Temp worker will perform administrative duties and related directives as required.

To be considered for the position candidates must:

- Be a Band member of the Aundeck Omni Kaning First Nation;
- Must be available to work on a days notice;
- May be asked to work to work irregular hours that could include evening and weekends.

Skill Requirements:

1. Welcomes visitors in person or by telephone; answering or referring inquiries.
2. Directs visitors by maintaining employee and department directories.
3. Maintains security by following procedures, monitoring guest logbook, entry into the building, all confidential information.
4. Supply information regarding the organization to the general public, clients and customers.
5. Answer telephone, screen and direct calls. Take and relay messages.
6. Knowledge of Band services and provide general information to callers.
7. Deal with queries from the public and customers.
8. Ensure knowledge of staff movements in and out of organization.
9. Monitor visitor access and maintain security awareness.
10. Provide general administrative and clerical support.
11. Prepare correspondence and documents.
12. Receive, stamp and sort mail and deliveries and follow the process.
13. Schedule appointments as requested.
14. Maintain appointment diary either manually or electronically.
15. Organize conference and meeting room bookings.
16. Co-ordinate meetings and organize catering.
17. Monitor and maintain office equipment.
18. Control inventory relevant to reception area.

Wage: Minimum Wage

Duration: On-Call

COVID-19 PROTOCOL IN PLACE

Cover letter and resume can be submitted by mail or email to:

Aundeck Omni Kaning First Nation
13 Hill Street
Little Current, Ontario P0P 1K0
Re: Temp Worker
Attention: Band Administrator

VULNERABLE SECTOR CHECK IS REQUIRED BY SUCCESSFUL APPLICANT

Deadline to Apply: OPEN POST

“We thank all who apply but only those selected for an interview will be contact”