



Garden River First Nation Is Hiring



In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: **Receptionist**

Duration: **Full-Time**

Starting Range: **\$16.32 – \$18.37 (Pending Qualifications)**

Location: **Administration Building**

Report to: **Human Resource Manager**

POSITION SUMMARY

The Receptionist is responsible for providing support services in both clerical and secretarial areas and performs reception duties. The Receptionist functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Carries out reception and secretarial duties in a confidential capacity in support of the work of the Administration Department;
- Welcoming visitors by greeting them in person or on the telephone, answering or referring inquiries;
- Maintaining a safe and clean reception area and maintaining equipment;
- Receiving, sorting, and distributing all incoming mail to the appropriate personnel;
- Monitoring fax machine for incoming faxes and sending outgoing faxes as needed;
- Filing of legal files;
- Ensuring office is locked up before leaving for the day;
- Assisting with travel/accommodations for Chief & Council;
- Assisting with clerical responsibilities with other departments as required;
- Special projects as assigned by manager;
- Performing other duties as may be required or assigned

QUALIFICATIONS

- Required one-year college diploma in a related field;
- Required one-year related experience;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **October 7th, 2022, at 4:30pm**. Please address the envelope and/or email **"Receptionist – 2022-124"** and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: September 22, 2022

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

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



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