

COUCHICHING FIRST NATION – JOB DESCRIPTION



Receptionist – On Call Positions

Primary Function:

The Receptionist is responsible for the overall general office administration of the band and is the front-line employee who greets clients, community members and guests.

Duties and Responsibilities:

- Greet employees and band members entering the office as their first point of contact, direct them to the appropriate contacts or services provide general information in person or by phone.
- Perform clerical duties.
- Process purchasing orders and handle the cheque process.
- Operate a telephone system or switchboard to answer, screen and forward telephone calls, take messages and provide information as required.
- Place orders to required supplies for the band office.
- Maintain an active list of current employees, telephone numbers and extensions to properly route calls.
- Receiving, sorting distributing and dispatching daily mail.
- Handling printing, photocopying and faxing.
- Assisting the HR team.
- All other duties as assigned.

Qualifications:

- Ontario Secondary School Diploma (Grade 12) plus 3 year experience in an administrative environment.
- Proficiency with Microsoft Office.
- Knowledge and demonstrated ability of office procedures and office equipment.
- Ability to accept direction and work with minimal supervision.
- Demonstrated knowledge of English spelling, grammar and composition.
- Excellent organizational and administrative skills.
- General knowledge of community services, customs and traditions.
- Ability to accept direction and work with minimal supervision.
- Ability to speak Ojibway is an asset.

Conditions of Employment:

- Successful completion of a Criminal Record Check
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

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Application Instructions:

- Please submit your resume and cover letter to the Human Resources Manager at elisa.mcleod@couchiching.ca or by dropping it off at the Couchiching First Nation Band Office located at RMB 2027, RR. #2, Fort Frances, ON P9A 3M3.