



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING Receptionist – Casual Position

Overview: As part of our ongoing commitment to provide an effective organization, we are seeking a candidate to fulfill the position of a Casual Receptionist. This person will work under the minimum supervision of the respective Manager of each department and will be subject to First Nations policies and regulations. This person will perform various secretarial duties, when required at the Band Office, Jane Mattinas Health Centre, and Ontario Works. This will be an on-call basis, when necessary, to replace the regular receptionist.

Preferred Qualifications:

- Must have some experience as a Front Desk Receptionist
- Must have good communication and computer skills
- Must be punctual, reliable and dependable
- Must have good telephone etiquette
- Willingness to learn
- Ability to understand and speak the Native Language would be an asset
- Must have office equipment experience

Duties and Responsibilities:

- Greet visitors and clients
- Announce and direct visitors to appropriate office or person
- Answer telephone and forward calls or take messages
- Open and record incoming mail and direct it to proper staff
- Record incoming faxes and direct it to proper staff
- Monitor Chief / staff schedule
- Monitor Community Hall and Radio Station schedules
- Monitor sign In / Out sheet for equipment
- Distribute all cheques and purchase orders to community members and staff
- Manage the office supply inventory
- Maintenance of the photocopier and fax machine
- Typing and filing when required
- Help finance with miscellaneous work when needed
- Prepare and send out packages for community members
- Other related duties when required

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the CLFN Band Office or by email to:

Samantha John-George, Employment Counsellor
Constance Lake First Nation
P.O. Box 4000
Constance Lake, Ontario P0L 1B0
Fax: 705-463-2222
Email: samantha.john-george@clfn.on.ca

DEADLINE FOR APPLICATIONS: Friday, September 29, 2017 at 4:00 p.m.

While we appreciate all applicants, only those selected for an interview will be contacted.
May be extended until a successful applicant is chosen.