

Henvey Inlet First Nation
is seeking an individual to fulfil the Employment Opportunity
for an
Administrative Receptionist – Maternity Leave Contract
Beginning November 2018

Introduction

Henvey Inlet First Nation needs to fill a vacancy within the Administration. We require a mature, friendly, and courteous individual to be responsible for greeting visitors, and those by telephone providing necessary referral to appropriate staff as required. Administrative support also includes photocopying and filing responsibilities. This individual will be directly responsible to the Director of Finance/ Administration.

Reception/Administrative Services

Receive all incoming phone calls, courteously, and professionally, accurately relaying messages
Receiving guest entering the band office referring them to the appropriate staff
Receiving and sending fax transmissions
Emailing documents as required
Mail management – recording incoming and outgoing – use of postage meter
Maintaining security of cheque drawer

Qualifications

1. Minimum of grade 12 or equivalent
2. Minimum of 2 years experience in reception and secretarial duties, including word processing and other computer applications (Microsoft Word, Excel)
3. Experience in general office procedures
4. Ability to maintain chronological filing system
5. Motivated, energetic, ability to work unsupervised
6. Driver License would be an asset
7. Good communication skills, both verbal and written

Other Duties

As may be directed from time to time by Chief & Council, or the Director of Finance/Administration.

Salary
\$16/hr

Duration

October 22, 2018 – November 2, 2018 (Training)
November 2018 – November 2019

Please send you cover letter with resume to:

Millie Pawis / Director of Finance & Administration
Henvey Inlet First Nation 295 Pickerel River Road, Pickerel, ON P0G 1J0
P 705-857-2331 F 705-857-3021
Millie.Pawis@henveyinlet.com

Deadline to submit resumes October 18, 2018 at 4:30 p.m.

Interviews will be October 19, 2018

Training will Start October 22, 2018 till November 2, 2018

Only those selected for an interview will be contacted.