



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL ROAD
CAPREOL ONTARIO P0M 1H0

Phone: (705) 858-0610 Fax: (705) 858-5570
www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Receptionist
LOCATION: Wahnapiatae First Nation
REPORTS TO: Director of Operations
TERM: Full Time, Permanent

NATURE AND SCOPE OF POSITION

The Receptionist is responsible for providing reception services and administrative/clerical support services to the organization. Attention to providing a high level of customer service is essential.

RESPONSIBILITIES

- Greet people coming into the office, directing them to the appropriate contacts, and provide information in person and by phone
- Maintain front desk, reception area, and copy room, ensuring all are kept tidy and clean
- Answer telephone, screen and forward calls, and provide information as required
- Book appointments using Outlook's calendar system and manage the room schedule
- Record appointments, receive payments, and issue receipts
- Photocopy and collate documents for distribution, mailing and filing
- Process incoming and outgoing mail, manually or electronically; following up to ensure receipt
- Send and receive messages and documents using a fax machine or electronic mail
- Assist with managing stock for office supplies
- Handle sensitive information in a confidential manner
- Perform miscellaneous job-related duties as required

QUALIFICATIONS

The Receptionist must have proficient knowledge in the following areas:

Academic or education requirements

- High School diploma or equivalency
- Minimum of 1-2 years related experience

An equivalent combination of education and experience may be considered.

Other skills:

- Excellent written and oral communication skills
- Proven organizational skills
- Ability to work under pressure and independently
- Ability to work within a team
- Familiarity with phone etiquette and handling multiple phone lines
- Strong typing skills and attention to detail
- Excellent time management skills
- Proficient with Microsoft products (Outlook, Word and Excel)

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietefn.com
Anishinabek and First Nation members are encouraged to apply.

We thank all applicants for their interest, however, only those interviewed will be contacted.