

TEMAGAMI FIRST NATION



BEAR ISLAND
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JOB POSTING

Membership Clerk/Receptionist

Six (6) month Contract

Temagami First Nation requires a relief worker for six months to fill the role of the Membership Clerk/Receptionist. The successful candidate will be responsible for a wide variety of administrative duties, including typical secretarial and receptionist duties in addition to more complex functions and services, such as arranging travel plans, minute-taking during confidential meetings, and scheduling appointments. The Membership Clerk/Receptionist is also responsible for drafting sensitive correspondence sent by the management team.

Requirements

- An acceptable combination of education and progressively responsible experience in an office setting
- Three years of direct work experience in a receptionist capacity
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, and so on
- Superior typing skills
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Professional, responsive, and positive work attitude is essential
- Resourcefulness and flexibility

A cover letter demonstrating your interest in this position, a current resume outlining your experience relating to the position as well as names and phone numbers of three references (one must be current or recent employer).

Application due: Tuesday August 22, 2017 by 4:00 pm.
Application to: John Hodgson - Human Resource Manager
Temagami First Nation
General Delivery
Bear Island, ON P0H 1C0
Email: hr@temagamifirstnation.ca
Fax: (705)237-8959