



## Employment Opportunity

### Administration Receptionist Permanent Full-time

#### General Description:

Reporting into the Finance Manager, the **Administrative Receptionist** is responsible for providing a variety of receptionist duties and administrative support. This is a full-time permanent position starting immediately. Office hours at 35 hrs per week will be Monday – Thursday from 8:15am to 4:30pm and Friday 8:15am to 1:15pm.

#### Key Job Functions:

- Operate multi-line telephone system and answer and manage inbound telephone inquiries
- Direct guests in a timely, courteous and professional manner
- Monitors incoming faxes, assists staff with outgoing faxes, confirmations, etc.
- Prepares postings, memos, etc. to advise staff and membership of relevant information (eg. Closures, funerals, etc.); assists with preparation of monthly newsletter
- Daily mail pick-up and drop off for Administrative Programs
- Schedule bookings for boardroom, band vehicles and track all travel forms and gas receipts
- Accepts and signs for deliveries; assists with bills of lading including scheduling of pick-ups
- Takes membership names for RSVP lists of various Community events
- Monitors and orders Office & Consumer supplies as needed; tracks copier supplies
- Keeper of office keys and Band vehicle keys; signs keys in and out
- Daily reporting on revenue, housing, Day Care and petty cash
- Prints off debit summaries at the end of each month
- Prepares receipts for all incoming monies
- Prepares cheques for deposit
- Responsible for the Company safe
- Manages fundraisers at front desk

#### Qualifications:

- Grade 12 or equivalent experience
- Some basic understanding of accounting an asset
- Must have valid Class 'G' driver's license with reliable method of transportation
- Excellent computer experience in MS Word, Excel, Publisher
- Strong attention to detail, accuracy and organizational skills
- Able to prioritize and meet deadlines
- Strong listening, oral and written communication skills
- Self-motivator with ability to work independently and in a team environment
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer
- Preference will be given to Aboriginal applicants, however this is an open competition

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$14.46 - \$15.23 per hour

**Deadline to Apply:** Thursday, April 19, 2018 at 4:00 PM - late applications will not be considered.

**How to Apply:**

- Submissions should be addressed to Melissa Levesque, HR Manager and **MUST** include a cover letter, resume and 3 work-related references:
  - E-mail to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)
  - Fax to: (905) 352-3242, or
  - Applications can be delivered to the reception area of the Alderville First Nation main office at:

Alderville First Nation  
11696 Second Line Road, P.O. Box 46  
Roseneath, Ontario KOK 2X0

*RE: Receptionist - Administration*

**Contact Karen Blaker or Melissa Levesque for more info and job description at (905) 352-2011.**

**We thank all who apply however only those selected for an interview will be contacted.  
Chief and Council retain the right to make the final decision on the selection of the successful candidate.**