

EMPLOYMENT OPPORTUNITY

Receptionist

The Chiefs of Ontario is looking for a qualified and motivated individual for the position of a Receptionist. As a valuable member of the team the successful candidate will be the first point of contact for the Secretariat Office in Toronto. They will also be a key member to the administrative team working alongside all Chiefs of Ontario staff.

LOCATION: Toronto, Ontario

DUTIES AND RESPONSIBILITIES:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable
- Receive, sort and distribute daily mail/ deliveries
- Order front office supplies and keep inventory of stock
- Maintaining department directories
- Distribute e-communications to various COO internal staff and the community

RELEVANT SKILLS:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Professional attitude and presence
- Excellent organizational skills
- Exceptional knowledge of various computer applications (MS Word, MS Excel, MS PowerPoint).
- Must be able to communicate clearly and concisely both written and orally.
- Demonstrates the ability to stay organized in a fast paced environment.
- Highly developed interpersonal skills and the ability to develop and maintain good working relationships within the organization and external agencies or affiliates.

DURATION: August 15th, 2018 – March 31st, 2019 **(Potential for renewal based on funding approval)**

APPLICATION DEADLINE: July 20th 2018 5:00 pm EST (Application must be received by this date & time)

Send letter of application, resume and include 2 references marked confidential to:

Ashley Nardella, Human Resources

Chiefs of Ontario

468 Queen Street East, Suite 400

Toronto, ON M5A 1T7

Email: opportunities@coo.org