



JOB POSTING

Administrative Receptionist 3 Month Contract - Leave of Absence Coverage

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

Job Scope: The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Administrative Receptionist**. 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 short-term contract position with potential extension* 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

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

Deadline to Apply: Tuesday, February 12, 2019 at 4:30 PM - late applications will not be considered.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Administrative Receptionist*

For full job description, contact Karen Blaker 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.