

Receptionist

Employer:	Mamaweswen, The North Shore Tribal Council		
Posted:	1 months ago	Closing Date:	April 12, 2024
ES Job ID:	4649	Location:	Cutler
Sector(s):	Other	Duration:	Casual
Salary:	20		

Job Description:

Mamaweswen, The North Shore Tribal Council invites applications for the position Receptionist on a casual relief basis. This position will be required to work out of the NSTC Head Office located in Cutler, ON.

Purpose

Under the supervision of the Financial Comptroller, the Receptionist will perform various administrative and clerical tasks to support the office and service delivery with Mamaweswen, The North Shore Tribal Council.

Responsibilities

- Greet people coming into the office, direct them to the appropriate contacts or services and provide basic information.
- Operate and answer the phone in a timely manner and direct calls to appropriate service or department.
- Sort, log and distribute incoming interoffice mail, the incoming postal mail, the hotfile and prepare outgoing mail (envelopes, packages, etc.)
- Maintain the electronic and hardcopy records management system of all materials relevant to the organization so they remain updated and easily accessible.
- Assist in preparation of scheduled meetings and appointments as directed.
- Perform general administrative and clerical tasks such as typing, faxing and photocopying.
- Attend and participate in meetings and act as recorder when required.
- Maintain boardroom bookings and setup.
- Monitor stocks of standard office supplies (paper clips, stationery etc.), report when there are shortages and order when required.
- Review and sort material that is to be filed according to particular filing systems.

Required Skills:

The Receptionist shall possess:

- Diploma in Office Administration, or OSSGD.
- A minimum of three years.
- Knowledge and experience in Microsoft Office Software Applications.
- Must be able to work with minimal supervision.
- Ability to demonstrate administrative skills.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Strong organizational and interpersonal skills.
- Excellent interpersonal skills and ability to promote team work.
- Valid driver's license, access to a vehicle and ability to travel.
- Knowledge and understanding of the mandate of the North Shore Tribal Council and familiarity with its member



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How to Apply:

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