



POSITION TITLE:	RECEPTIONIST – STUDENT
DEPARTMENT:	FRONT LINE SERVICES
REPORTS TO:	SUPERVISOR
CLASSIFICATION:	FULL TIME (35 HRS PER WEEK) CONTRACT UNTIL AUGUST 25, 2023
LOCATION:	HIAWATHA FIRST NATION, ON
POSTING DATE:	MARCH 3 RD , 2023
CLOSING DATE:	MARCH 24 TH , 2023

As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Supervisor, the Office Receptionist provides kindness and support to all visitors and staff. They assist others with administrative and clerical support, , maintenance of office supplies, equipment and furnishings. The ideal candidate will ensure the 7 Grandfather Teachings are always incorporated into their work.

RESPONSIBILITIES

Reception:

- Receive and greet visitors and answers incoming calls in a professional, kind, and courteous manner and promptly directs them to the appropriate staff.
- Receive and greet contractors and provide necessary assistance.
- Maintain and reorder information pamphlets as needed.
- Keep the reception and meeting areas, neat and tidy at all times.
- Booking meeting rooms
- Collects, sorts, logs, date stamps, makes copies and directs incoming mail and outgoing mail and faxes.
- Signs for courier deliveries and arrange for courier pickup.

Office:

- Provides administrative and clerical support to all staff members.
- Orders office supplies and calls for service on office equipment as needed.



- Maintains an inventory of all office equipment, furnishings, and supplies.
- Typing, photocopying, and faxing letters, memorandums, reports, and other documents as requested.
- Filing, collating, and scanning documents, reports and files as requested.
- Assist in the preparation of meetings as required.
- Other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Completion of at least one (1) year of Post-Secondary Education and enrolled for September 2023.

Knowledge Requirements:

- Working knowledge of a multi-line phone system.
- Previous experience receiving reception calls of a sensitive nature and being able to handle difficult inquiries in a kind and professional manner.
- Working knowledge of use of office machines: fax, photocopier, shredder, etc.
- Working knowledge of Microsoft Office: Outlook, Word, and Excel.

Ability / Skills Requirements:

- Strong team player, works cooperatively and in a supportive manner with all staff.
- Excellent communication and interpersonal skills.
- Ability to work on own with little or no supervision.
- Ability to ensure exceptional customer service is always provided to all visitors.

Mandatory Requirements:

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

SALARY

- \$15.50 per hour

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 supervisor references)



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Child & Family Services

EMPLOYMENT OPPORTUNITY

- Incomplete Applications will not be considered.
- Only those selected for an interview will be contacted.