



## JOB POSTING

**Title:** Governance Building Receptionist  
**Terms:** Contract – Full-Time  
**Hours:** 35 Hours per week  
**Salary:** \$26,000.00 - \$28,000  
**Location:** Governance Building

**Position Summary:** To provide reception and secretarial support services within the Administration Building

### Job Duties

- Greet the public on a daily basis
- Respond to incoming telephone, email and in-person inquiries from members, business partners, and staff
- Take and record telephone, email or written messages for staff and departments
- Coordinate the logistical aspects of departmental programs, such as meetings, seminars, workshops, special projects, and events
- Register and schedule meetings for Council Chambers
- Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is available
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions
- Provide information to staff and/or members about special activities
- Schedule appointments when required for Staff, Human Resource Manager, and Band Administrator
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence
- Assist Council members with scheduling of Committee meetings
- Prepare Saugeen Newsletter on a monthly basis
- Knowledge of all programs within Saugeen Administration
- Provide information of activities within the organization of Saugeen
- Order office supplies and equipment
- Ensure that the appropriate evacuation procedures are carried out in the event of an emergency
- Knowledge of First Aid/First Aid equipment posts within the Administration building
- Keep current with training as assigned
- Maintain the reception in a tidy and presentable manner
- Train new staff on the operation of office equipment, when required
- Other related duties as assigned by the Executive Assistant, Human Resource Manager, and/or Band Administrator

### Requirements

- Grade 12 or G.E.D. equivalency
- Strong working knowledge of Microsoft Office products including Word, Excel, Outlook and PowerPoint, as well as other computer software programs
- Ability to operate telephone system, photocopier(s), postage machine and other office related equipment
- Experience dealing with the public
- Strong written and verbal communication skills to communicate with all levels of the organization
- General office skills would be an asset
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items
- Able to maintain filing systems and basic databases
- Superior telephone manners and strong interpersonal skills
- Dependability and punctuality is a strong requirement
- Knowledge of policies and procedures
- Ability to complete tasks as assigned
- Ability to work with minimum supervision

### Applications MUST include:

- Current covering letter
- Current resume with dates specified
- Three names (not letters) of references with telephone numbers (one must be current or most recent employer)

A Current CPIC will be a condition of employment and must be provided by a specified date.

**DEADLINE DATE: Friday August 6<sup>th</sup>, 2021 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**

Applications will be received:

**At Office:** Employment and Training Centre (519) 797-1224

**By Fax:** (519) 797-3458

**By E-Mail:** [employment@saugeenfirstnation.ca](mailto:employment@saugeenfirstnation.ca)

**By Mail:** Saugeen First Nation Hiring Committee 28 Joshua Crescent, Southampton, ON N0H 2L0