



## EMPLOYMENT OPPORTUNITY

# RECEPTIONIST/ADMINISTRATIVE ASSISTANT

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### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Receptionist/Administrative Assistant** to join our Administration for a 13-month maternity leave contract. The Receptionist/Administrative Assistant reports to the Administration Manager and is responsible for providing administrative and secretarial support to Henvey Inlet First Nation's Band Administration Office. This position requires excellent customer service, communication and organizational skills.

### **MAIN RESPONSIBILITIES**

The Receptionist/Administrative Assistant will be responsible to:

- Greet external clients and guests entering the office and maintain daily visitor logbook
- Notify staff members of clients and guests waiting to see them for meetings and appointments
- Present a positive and professional image of the organization at all times
- Answer incoming calls and direct all inquiries to the appropriate individuals or departments
- Take and record telephone, e-mail, or written messages for staff members
- Respond to general membership, staff and client inquiries via telephone, email and in-person where appropriate
- Prepare coffee and ensure reception area is kept in a tidy and presentable manner
- Maintain office supply inventory, re-ordering supplies when needed
- Assist all Band Administration Office staff with their filing needs as requested
- Create new files, labels and records as necessary
- File correspondence, invoices, receipts, documents and other records in alphabetical, numerical or any other required ordering system
- Organize, maintain and coordinate accurate and complete office records and files in their proper databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Locate and remove materials from files when requested
- Receive and date stamp all incoming mail, email, faxes, cheques and deliveries
- Accurately record and distribute all forms of paper correspondence and mail
- Prepare outgoing mail for distribution using postage meter machine
- Write correspondence, forms, letters, reports, and memos as necessary
- Make, collate and distribute photocopies as necessary
- Ensure all forms and reports are completed as needed
- Assist in the compilation and maintenance of data for various reports as necessary
- Assist with hotel and travel accommodations for Chief and Council, clients, members and staff when required
- Assist with scheduling and coordinating meetings and appointments for leadership
- Coordinate the logistical aspects of departmental meetings by arranging and setting up meeting facilities and ensuring appropriate presentation equipment is available
- Post, update and remove membership correspondence, notices, newsletters and job vacancies to HIFN website and building communication boards
- Schedule appointments for interviews
- Ensure security of cheque drawer at all times
- Observe and report any security issues to the Administration Manager
- Adhere to all HIFN Policies and Procedures

- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Administration Manager, Director of Finance/Administration or Chief and Council

### **QUALIFICATIONS**

- Grade 12 diploma or equivalent preferred
- Previous administrative and secretarial experience preferred
- Valid Ontario Class G Driver's License with access to a reliable vehicle preferred
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Strong attention to detail
- Basic mathematical skills
- Professional attitude and a strong work ethic

### **HOURS OF WORK**

Full-Time – 35.5 hrs/week

### **REMUNERATION**

Based on experience

### **START DATE**

November 4, 2024

### **APPLICATION DEADLINE**

October 10, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.