



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

RECEPTIONIST/OFFICE CLERK

CONTRACT

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury and is seeking to hire a **Receptionist/Office Clerk**. This position will be located at our **Satellite Office** in **Sudbury**.

Overview of Responsibilities

Reporting to the Accounting Supervisor, the Receptionist/Office Clerk is responsible for providing reception and clerical support for the Agency. The Receptionist is responsible for greeting customers in person or on the telephone and directing them to the appropriate personnel. The Receptionist is to type, photocopy and file documents, open and record incoming and outgoing mail and faxes, coordinate vehicle maintenance and maintain office supplies.

QUALIFICATIONS

Education & Experience Requirements

- Diploma in Office Administration
- Two (2) years' experience in an office setting

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of office systems, equipment, processes and procedures
- Basic knowledge of child welfare is an asset

Special Skills & Abilities

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Ability to take initiative, work independently and work with minimal supervision
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to display a positive and helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Verification;
- Must have a valid Ontario Class G Driver's License, access to an automobile and \$1M automobile insurance;
- Must be able to work flexible hours including unplanned overtime and work on-call as required

Please submit a job related resume and cover letter along with three work related references by,

October 25, 2017 – 4:00 p.m.

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705)946-3717
hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca