



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Receptionist/Administrative Support
Category: Part Time/Causal/On-call
Location: Grand Council Treaty #3, 315 Main Street, Kenora, On
Salary: \$25.00 to \$28.40 Hourly
Closing Date: Open until filled

Job Overview

The Grand Council "Receptionist/Administrative Support" supports the work of Grand Council and assists the Administrative Office of Grand Council Administrative Corporate Services. The candidate will be responsible for providing a wide variety of administrative and clerical office duties.

Responsibilities:

- Answer all incoming calls, and respond to caller's inquiries in a positive, professional manner.
- Redirect calls as appropriate and take clear, concise messages when required.
- To greet, assist and direct all visitors.
- Pick up and sort internal mail.
- Arrange meeting room schedule and bookings as required.
- Update phone and distribution lists.
- Maintain a clean, safe, fully stocked and well organized reception area/lunch room.
- Assist with projects and events as required by other administrative support.
- Arranges travel itinerary and accommodation of Grand Council Administrative Staff
- Other duties as assigned

Experience and Education:

- High school diploma or GED.
- One year of direct work experience in a receptionist capacity and **we are willingly to train interested candidates with no experience.**

Requirements:

- Strong knowledge of general office procedures
- Able to write simple correspondence, including memos, letters, etc.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Adjusts and is flexible to meet changing work needs and demands.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem solving skills.
- Meticulous records maintenance skills.

- Superior telephone manners and strong interpersonal skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.

Work Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check and child welfare check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Overtime may be required.

Please send cover letter, resume, and contact information of 3 references to the attention of:

Human Resource Department

Grand Council Treaty #3
P.O Box 1720 Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.