



Job Opportunity **Band Office Receptionist**

The Receptionist is responsible for greeting visitors and delivering exceptional customer service assistance. The Receptionist is also responsible for providing secretarial, clerical and administrative support to ensure that services are provided in an effective and efficient manner.

Duties

- Answer general phone inquiries using a professional and courteous manner
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Maintain scheduling of Boardrooms.
- Book meeting rooms and help to coordinate conferences and meetings as required by various staff and program areas
- Use Microsoft Office, spreadsheets, and database software to prepare reports, memos, and documents
- Ensure mail is picked up and sent out. Sort incoming mail, faxes, and courier parcels.
- Make copies of correspondence, documents and other printed materials
- Provide secretarial and administrative support to management and other staff
- Maintain and place orders for all office stationary supplies including supplies for fax machines, photocopiers
- Prepare notices, newsletters, promotional material, and other information
- Support staff with filing
- Operate office equipment such as fax machines, copiers, and phone systems
- Schedule and coordinate meetings, appointments and travel arrangements and expense claims for Chief, Council and staff
- Receive money/cheques for rent and prepare receipts

Statement of Qualifications

- Relevant training or experience
- Must have good people skills, dealing with the general public
- Knowledge and experience of relevant software applications, spreadsheets, word processing, and database management
- Knowledge of administrative and clerical procedures
- Proficient in spelling, punctuation, and grammar
- Experience of producing correspondence and documents
- Experience in information and communication management
- Strong verbal and written communication skills
- Ability to deal with highly confidential and sensitive matters
- Reliable

Lennox Island First Nation strives to hire the best qualified candidates available. Preference may be given to individuals of Indigenous descent. Successful candidates must provide a satisfactory criminal record check. Only those selected for an interview will be contacted. Please submit a resume to:

Corinne Dymont
Band Administrator

Email: corinne.dymont@lennoxisland.com
Fax: (902) 831-3153

The deadline for resumes is **Thursday, May 12, 2022**