



Employment Opportunity
Relief/On-Call
Receptionist

SUMMARY:

Bimose Tribal Council is seeking an individual with excellent organizational and time management skills. The Receptionist is the first point of contact and will be responsible for implementing office procedures and providing administrative support to management and staff with a focus on Human Resources and Finance.

DUTIES:

- Respond to telephone and e-mail inquiries from clients and service providers, and greet visitors in a friendly and professional manner
- Refer all inquiries to the appropriate individuals across the organization
- Arrange and book meetings in boardrooms, venues and other locations, including all equipment and supplies
- Organize and participate in meetings including engaging participants, preparation of agendas, meeting packages, recording and distribution of minutes
- Maintaining an inventory of office supplies and replenishing as necessary
- Manage inbound/outbound mail, including priority post and courier
- Prepare correspondence, reports, memorandums and other documents
- Records management including filing, storing and security of documents
- Maintain schedules, calendars and attendance boards
- Assist with human resources activities including but not limited to recruitment, record keeping and data entry
- Assist with finance activities including but not limited to record keeping and data entry
- Assist with the preparation of presentations & proposals
- Maintain confidentiality in all aspects of First Nation, Tribal Council, operational and employee information
- Clerical and other office related duties as required

QUALIFICATIONS:

- Post-secondary education in Office Administration or relevant field
- Minimum three years of office administration experience
- Knowledge and proficiency of Microsoft Office
- Demonstrated ability in office administration, methods and procedures
- Current criminal record check will be requested
- Valid class G Driver's License

Open until filled

Applicants must submit a cover letter, resume and three professional references by

Please submit applications via e-mail, online or fax to:
Bimose Tribal Council
Attention: Human Resource Administrator
598 Lakeview Drive
Kenora, ON, P9N 3P7

Website: www.bimose.ca – Fax: (807) 468-3908 – email: sricklefs@bimose.ca

Only those applications selected for an interview will be contacted.