



## **N'Amerind (London) Friendship Centre**

260 Colborne St.

London ON N6B 2S6

Ph (519) 672-0131 Fax (519) 672-0717

### **EMPLOYMENT POSTING**

**Position:** Receptionist/Secretary

**Term:** Permanent Full Time (35 Hrs/Week)

**Wage:** \$17.00 to Start

**Posting Date:** June 6, 2022

**Closing Date:** 4:00 pm June 22, 2022

Under the direct supervision of the Social Section Manager, the successful candidate will be a friendly, energetic, innovative and caring person who will assist visitors to N'Amerind in a professional manner. The receptionist is the first person that visitors to N'Amerind come in contact with. The position involves coordinating with a multitude of assorted individuals and personnel. An essential component of the position is effective communication skills and an understanding of the value of confidentiality.

#### **Duties**

1. Provide a warm greeting to all people entering the office premises
2. Receive, screen all incoming phone calls, forward to appropriate personnel or take a message
3. Be aware of staff who are absent and record messages as requested
4. Professionally assist each person who approaches reception with a query
5. Efficiently maintain time when interacting with visitors and staff
6. Sort, copy and distribute mail and maintain a central file registry of all incoming mail
7. Receive and record packages, deliveries and forward to appropriate staff
8. As required provide clerical and administrative support to management
9. Be aware of the dates and times of programs offered
10. Act as a liaison between the various staff and programs of the organization
11. Be well versed with various documentation in order to prepare letters, memorandums, etc.
12. Ensure cleanliness and orderliness in the reception area
13. Maintain sign in/out and staff-visit records
14. Update and maintain appointment books for the gym, 1<sup>st</sup> & 2<sup>nd</sup> common areas and the Dorothy Day Learning Centre ensuring appointments are the right dates and areas are available
15. Report any security related matters to the Executive Director and the Section Managers
16. Capacity to work under strict confidentiality
17. Assist in the receiving and processing membership applications
18. To participate with other N'Amerind staff in Friendship Center activities and events
19. To undertake any other such reasonable duties as may be assigned from time to time.

#### **Qualifications**

1. High school diploma or diploma in office administration or demonstrated work related experience
2. Competent computer skills, including MS Word and Outlook
3. Daily Access to vehicle

## Responsibilities

1. Follow dress code
2. Politeness and patience
3. Acceptable written and verbal communication abilities
4. Ability to multi-task
5. Familiarity with clerical and administrative protocols
6. Excellent interactive and personable skills
7. Good typing speed (40-45 wpm)

## INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:

- A CV and cover letter, in Word or PDF format
- **Two work related Written reference letters and One Written character reference**
- Copies of relevant certificate, diploma, degree

**To: Mail:           Hiring Committee**  
**Re: N'Amerind Receptionist/Secretary**  
**N'Amerind Friendship Centre**  
**260 Colborne Street**  
**London, ON**  
**N6B 2S6**

**Email:           reception@namerind.on.ca**  
**Re: N'Amerind Receptionist/Secretary**

**Fax:               (519) 672 0717**  
**Hiring Committee**  
**Re: N'Amerind Receptionist/Secretary**

- All applications will be screened based on receiving a **complete application package** and according to the qualifications listed in the posting.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- **All applicants understand and agree that by submitting a job application, a Satisfactory Vulnerable Sector Check will be required to be furnished by the successful candidate after the interview process at their cost.**

**Application Deadline:       Monday, June 22, 2022 at 4:00 pm.**

**Late submissions or incomplete will not be accepted.**