



Moose Cree First Nation

EMPLOYMENT OPPORTUNITY

Executive Receptionist/Office Assistant

Competition # 19-07

Job Location: Moose Cree First Nation, Moose Factory, Ontario

Position Summary:

Under the general supervision of the Executive Services Coordinator and the functional direction of the Executive Services staff, the Executive Receptionist/Office Assistant shall perform general office assistance and receptionist duties for the Executive Staff. He/she shall be responsible for answering the telephone inquiries. Assist in typing correspondences, memos, assist in preparation of council and membership meetings. He/she will log incoming and outgoing mail to the Executive Services office, and maintain an electronic filing system. He/she will assist with making accommodations and travel arrangements and prepare purchase order requisitions for travel and office supplies as directed by Executive Staff. He/she will perform other administrative duties as required.

Qualifications/Requirements:

1. Grade 12 Diploma and/or Office Administration Diploma.
2. Minimum 2 years of Work Experience in office administration duties.
3. Good written and verbal communication skills, organizational and interpersonal skills
4. Communicates effectively, tactfully, and courteously with staff and the general public.
5. Ability to maintain confidentiality.
6. Ability to type a minimum of 40 words per minutes.
7. Ability to work under minimum supervision.
8. Good knowledge of computer programs, specifically Microsoft Word, Excel, Power Point and Publisher.
9. Ability to communicate in the Cree language is an asset.
10. Willingness to work overtime hours.
11. Class "G" driver's license is mandatory.
12. Must provide a current satisfactory C.P.I.C or proof of application.
13. Must provide copy of certificates/diplomas to resume.

Salary: As per Salary Grid

Duration: Permanent with 6 months' probation

References: Two recent employment references with cover letter and resume and permission to contact.

Submit Resume to: Human Resources Generalist
Moose Cree First Nation
P.O. Box 190
Moose Factory, ON POL 1W0

Fax: (705) 658-4734 or **email:** jobs@moosecree.com

Deadline for Resume: Wednesday, February 13th, 2019 @ 4:00pm

Job Description: Available Upon Request

Only those selected for an interview will be contacted