



Secretary/Receptionist Job Description

Purpose:

To provide general administrative assistance such as clerical duties, answering the telephone, greeting and assisting visitors, photocopying, recording incoming and outgoing correspondence and other related duties. This position provides administrative assistance to all staff in the Child & Family Services building (GDW building).

Accountability:

The Receptionist is responsible for ensuring that the clerical needs of GDW staff are met in an efficient manner and that clients are greeted in a respectful manner and directed to appropriate resources. The receptionist will report directly to the GDW Supervisor. The receptionist is responsible for the implementation of duties and responsibilities as outlined in the job description. Must abide by the policies and procedures of Mitaanigamiing First Nation and attend staff meetings and relevant training and workshops.

Duties

- Types and proofreads correspondence, labels, lists, notices, and all other necessary items required by staff.
- Operates and is responsible for the maintenance of a variety of office machines such as photocopier, facsimile machine, computers, printers, telephone system and postage meters, etc.
- In a professional manner, greets persons coming into the office and provides them with required information and directs them to appropriate person or place.
- Answers the telephone in a professional manner and provides general information to the caller, transfers calls to appropriate person and records and conveys messages to appropriate person.
- Always maintain the order of the office in a satisfactory manner, i.e., mailroom, storage area, and board room.
- Ensures that the office and file cabinets are always secure.
- Maintains a record of all travel and absences.
- Aids with filing, as required.

- Ensures that incoming and outgoing mail is properly recorded and distributed to the appropriate staff.
- Responsible for the recording of all incoming and outgoing facsimiles
- Participate and contributes to staff development and training as required.
- Aids in preparation of GDW meeting kits and ensures the on-call bag is up to date and ready for use.
- Always respects and maintains confidentiality.
- Responsible for maintaining minutes of GDW team meetings, when required.
- Maintains a file of various office templates.
- Attend relevant meetings including regular team meetings and community meetings as required.
- Attend relevant training and professional development as required.
- To facilitate and/or assist in team programming and/or events.

Qualifications:

- Grade 12 diploma or equivalent
- Excellent communication skills
- Excellent organizational skills
- Ability to work independently
- Excellent computer skills
- Knowledge of Mitaanjigamiing culture and values
- Knowledge of the community and family structures, customs and traditions and administrative structure and operations of the Mitaanjigamiing First Nations
- Ability to speak Ojibway is an asset.

Terms and Conditions:

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation
- Must Sign an Oath of Confidentiality, Social Media Policy, Conflict of Interest and Code of Conduct