



INDEPENDENT FIRST NATIONS ALLIANCE

Position Title: Receptionist

Location: Sioux Lookout IFNA Office

Position Type: Casual

Start Date: ASAP (open until filled)

PURPOSE OF THE POSITION

Reporting to and under the supervision of the Executive Assistant, the Receptionist is the first point of contact for any visitors to the office or anyone contacting IFNA by phone. This position manages the front desk, performs a variety of administrative / clerical tasks and is responsible for the maintenance of internal office procedures.

SCOPE

The Receptionist works under the general supervision of the Executive Assistant, with overall accountability to the Chief Executive Officer.

RESPONSIBILITIES

- Buzzing in and receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Processing purchase orders on SpendMap.
- Answering, screening, and forwarding incoming phone calls in a timely manner
- Ensure reception area is tidy, well stocked, and presentable.
- Various office related tasks, such as photocopying, messages, support staff, as well as preparing information packages for Managers/Board meetings.
- Performing other tasks outside office as required (e.g. special orders for the band offices, picking up and delivery of mail, airport pick-ups and deliveries)
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- A minimum of Grade 12 or previous work experience in an office setting



- Excellent oral and written communication skills
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Excellent interpersonal and customer service skills
- Ability to manage multiple tasks and requests effectively.
- Maintain a high degree of confidentiality.
- Knowledge of Microsoft Word or Outlook
- Reliable and punctual
- Be highly motivated and must be able to work under minimal supervision.
- Ability to communicate in a First Nations language from the Sioux Lookout district is an asset.

Schedule

- Casual – meaning this role does not have a fixed schedule.
- The successful candidate will be asked to cover shifts which would be Monday to Friday, 8:30am to 4:30pm.
- Some after hours and weekend shifts available (in emergency situations)

Other

- Successful candidate must complete a Criminal Records check, including Vulnerable Sector Search
- Vaccination against covid-19
- Class G drivers license.

Closing Date: Open until filled.

Salary – Will be determined by a combination of experience and education.

To Apply - Please forward your resume and cover letter to recruitment@ifna.ca

*Only selected candidates will be interviewed for this position.