



INDEPENDENT FIRST NATIONS ALLIANCE

Job #205 Receptionist

Location: Sioux Lookout Office (Onsite)

Department: Administration

Type of Role: Casual

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 on a daily basis, performs a variety of administrative / clerical tasks and is responsible for the maintenance of internal office procedures.

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)

Position Requirements:

- 1 year experience in reception or administration preferred
- 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
- Ability to maintain a high level of confidentiality when handling sensitive information.
- Proficient in the use of Microsoft Office Suite.
- Reliable and punctual
- Be highly motivated and must be able to work under minimal supervision
- Valid driver's license G, clear driving abstract, and access to a vehicle required.
- Ability to travel occasionally to meetings and conferences within the region.
- A good understanding of the culture and the language is a definite asset.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.



Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

Salary Range: \$18.00/hour

Schedule: Variable hours when required throughout the week

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #205**. We look forward to welcoming you to our team!

Deadline: Position will be open until filled.

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.