SHEGUIANDAH FIRST NATION
JOB POSTING

Position:	**Receptionist**
Location:	**Administration Office**
Accountability:	**Director of Operations**
Employment Status:	**Regular Full-Time**
Hours of Work:	**Administration Hours (8:30am-4:30pm)**
Preferences:	**Person of Indigenous decent/Sheguiandah First Nation Band Member**
Starting Salary:	**$50,000.00 Per Annum**
Tentative Start Date:	**ASAP**

Position Summary

Under the direction of the Director of Operations, the Receptionist is responsible for providing professional front-line customer service and administrative support for the Sheguiandah First Nation Administration Office. As the first point of contact for community members, visitors, service providers, and the public, the Receptionist helps create a welcoming environment while ensuring the efficient operation of office reception services and general administrative functions.

Duties and Responsibilities

- Greet and assist visitors, community members, service providers, and staff in a professional and courteous manner.
- Answer, screen, and direct incoming telephone calls, emails, and general inquiries.
- Provide accurate information regarding programs, services, staff contacts, office procedures, and community events.
- Receive, sort, distribute, and prepare incoming and outgoing mail, courier packages, deliveries, and community mail-outs.
- Maintain a professional, organized, and welcoming reception area.
- Perform general clerical duties including filing, photocopying, scanning, data entry, document preparation, and records maintenance.
- Maintain electronic and paper filing systems in accordance with organizational policies and records management procedures.
- Monitor and replenish office supplies, forms, publications, and informational materials.
- Coordinate meeting room bookings and prepare meeting spaces and equipment for scheduled meetings.
- Maintain visitor logs, contact databases, and reception records.
- Monitor office equipment such as copiers, printers, scanners, and fax machines and arrange maintenance or service as required.
- Assist with the distribution of community notices, newsletters, postings, and other informational materials.
- Report facility maintenance issues, safety concerns, and security matters to the appropriate personnel.
- Handle confidential information and records with discretion and professionalism.
- Provide routine clerical support to departments as required.
- Perform other related duties as assigned.

Qualifications

- Diploma or Certificate in Office Administration, Business Administration, or a related field, or an equivalent combination of education and experience.
- Minimum one (1) year of experience in a receptionist, customer service, or administrative support role.
- Excellent customer service and interpersonal skills.
- Strong verbal and written communication skills.
- Strong organizational and time-management abilities.
- Ability to multitask and manage competing priorities in a busy office environment.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Ability to maintain strict confidentiality and exercise sound judgment.
- Ability to work independently and collaboratively as part of a team.

- Knowledge of Sheguiandah First Nation programs, services, and community resources is an asset.
- May require occasional flexibility in working hours to support community meetings, events, training sessions, or organizational activities.
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Criminal Reference Check requirement (must be current 30 days and must be an original or certified copy).

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Receptionist
c/o Human Resources
reception@sheguiandahfn.ca
142 Ogemah Miikan, Sheguiandah, ON P0P 1W0
Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.