



<b>Position:</b>	Receptionist Secretary-Back-Up	<b>Accountability:</b>	Finance Manager
<b>Hours of Work:</b>	As needed	<b>Employment Status:</b>	Casual Part-time
<b>Circulation Level:</b>	II	<b>Preferences:</b>	MFN member / persons of Aboriginal decent

The Receptionist Secretary will:

- Receive all incoming telephone calls and visits in person and to direct all inquiries and persons appropriately and with courtesy.
- To receive and record all incoming and outgoing mail, open and distribute it to the appropriate staff, affix appropriate postage and ensure proper handling, photocopying of mail as needed.
- Be aware of and as required and requested to provide information about all staff employees whereabouts.
- As needed and requested, order appropriate storage, distribution, and use of office supplies (i.e. pens, writing pads, staplers/staples, 3 hole punch) stationary and standard agency forms.
- Maintain booking schedule for Council Chambers using Outlook monitoring, community hall rental, van and bus rental, cultural center.
- Perform secretarial and clerical duties of photocopying, faxing, typing and telephoning.
- Make travel arrangements and maintain travel itineraries for all staff, when required.
- Responsible for drafting letters and any other correspondence related to office administration.
- Ensure confidentiality and safekeeping of all of the organization's records, forms and documents.
- Assist Housing and Property Manager with receipting rent monies when required.
- Update employee telephone and email listing for all staff and Chief and Council.
- Coordinate and compile Weekly Community Flyers; prepare cheque requisitions for weekly Flyer delivery;
- Receive money, prepare invoices and log payments for photocopying/ facsimile transmissions for general public and forward to Finance Clerk and place in safe.
- Responsible for and maintain Visitor Log Book; Employee Sign In / Out Daily log Book.
- Conduct themselves in an professionally appropriate manner; and any other duties are required.

The Receptionist Secretary will possess the following qualifications, skills, experiences, and attributes:

- Certificate and/or diploma in secretarial and office services with minimum of two (2) year related experience.
- Experience working with aboriginal people, organizations and communities.
- Must provide a clear Criminal Records Check.
- Knowledge of Mississauga First Nation programs and services; understanding of Aboriginal culture and traditions.
- Knowledge of the Occupational Health and Safety Act and the Canada Labour Code as it applies to the worker.
- Good interpersonal skills; good public relations; good communication/ organizational skills.
- Excellent time management skills; excellent computer skills with MS Office including Excel, Word, Access.
- Ability to work independently and within a team environment; and ability to pay attention to detail and ensure accuracy with work.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Rita Chiblow, Human Resources Advisor  
Marked: **CONFIDENTIAL**  
**EMAIL:** ritac@mississaugi.com **FAX:** 705-356-1740  
**Deadline: Friday, February 15, 2019 at 4:00 pm**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***