

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Receptionist
Term: One year contract, possibility of extension
Department: Ontario Works
Division: Community and Social Services
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: September 25, 2024

Closing Date: October 8, 2024, at 4:30p.m.

JOB SUMMARY:

The **Receptionist** is responsible for providing front desk services and administrative support to ensure efficient operation of the office. This role involves greeting visitors, answering and directing phone calls, managing correspondence, scheduling appointments, and performing various clerical tasks.

The Receptionist plays a key role in creating a positive first impression for clients and visitors, maintaining a professional and welcoming environment. Strong communication, organizational, and multitasking skills are essential for success in this position.

QUALIFICATIONS:

1. Grade 12 Diploma **plus** minimum one (1) year experience as a receptionist.
2. Post-Secondary Diploma in Office Administration is preferred.
3. Experience operating a multi-line telephone system is an asset.
4. Proficiency in Microsoft Office applications.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter **must** be included with your application addressing the qualifications outlined above.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email hr.recruitment@oneida.on.ca.