

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
Department: Education
Division: Life Long Learning
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: December 16, 2025

Closing Date: January 6, 2026 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. The role involves greeting visitors, answering and directing phone calls, managing correspondence, scheduling appointments, booking/managing meeting space, 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.

EDUCATION:

1. A College Diploma in Office Administration or a related field is preferred.
2. Completion of a Grade 12 Diploma or equivalent is required.

EXPERIENCE:

1. Minimum of one (1) year of experience as a receptionist or in a related role.
2. Experience operating a multi-line telephone system is considered an asset.
3. Proficient in Microsoft Office applications.

MANDATORY DOCUMENTATION WITH APPLICATION:

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

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Vulnerable Sector 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 interviews 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.