

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO  
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## JOB POSTING

**Position:** Receptionist  
**Term:** Permanent Full-Time  
**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: February 4, 2026**

**Closing Date: February 18, 2026, at 4:30p.m.**

### **JOB SUMMARY:**

The Ontario Works Program is seeking a highly organized, customer-focused professional to serve as the first point of contact for clients, visitors, and community members.

The **Receptionist** plays a vital role in supporting the daily operations of the office by delivering exceptional front-desk service and providing reliable administrative support to staff. This position is responsible for greeting and directing visitors, managing incoming communications, coordinating appointments, and maintaining an efficient and welcoming reception environment.

The ideal candidate demonstrates strong communication skills, excellent multitasking abilities, sound judgment, and a commitment to professionalism. This role requires the ability to remain calm and attentive in a busy setting while ensuring that all interactions reflect the values and standards of the Ontario Works program.

### **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 similar administrative role.
2. Experience operating multi-line telephone systems is considered an asset.
3. Proficiency in the Microsoft Office suite.

### **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 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](mailto: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](mailto:hr.recruitment@oneida.on.ca).**