



Employment Opportunity On-call secretary receptionist

GENERAL INFORMATION

Job Title	Secretary reception	Sector	Health and Wellness Center
Terms	Part time – on call	Reports to	Clinical programs manager
Salary – Range per hour 17.90 – 19.35 (according to experience)			

JOB SUMMARY

Kebaowek First Nation Health & Wellness Center would like to create a bank of qualified individuals who can be called upon to replace for short and medium term periods for the position of Secretary Receptionist. This will include support to the Firstline Services building.

RESPONSIBILITIES / DUTIES

The secretary receptionist is responsible for providing a consistently high standard of secretarial support to all the staff in general. In undertaking the role of Secretary Receptionist, the incumbent will, by their constant presence at the reception area during operating hours, ensure courteous and polite greetings of all clients in person or on the phone and they will direct them to the appropriate person in a timely and efficient manner.

QUALIFICATIONS

The ideal candidate would have a diploma in Office Administration accompanied by a team player attitude and is courteous and trustworthy. A combined education in other fields with experience may be considered.

Good written and verbal communication and experience with technology for report writing and communication.

Experience in an office setting will be an important asset

Must be reliable, is trustworthy and most importantly adhere to the importance of confidentiality.

Covid-19 Vaccinations – Proof of vaccinations or willingness to obtain them.

Valid CPR and First Aid or willingness to be certified.

APPLICATION DEADLINE: Before 12:00 pm on Friday, March 25th 2022

Incomplete applications will not be considered. Only those preselected for an interview will be contacted.

Please send your curriculum vitae and supporting documents in person, mail, e-mail or by fax to:

David McLaren – Health & Social Services Director
110 Ogima Street, Kebaowek (Québec) J0Z 3R1
Tel: (819) 627-9060 Fax: (819) 627-9428
Email: dmclaren@kebaowek.ca

Kebaowek First Nation has an Indigenous preferential hiring policy currently in place.