



## **EAGLE LAKE FIRST NATION**

*"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"*

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P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax 807-755-5696

## **TEMPORARY JOB POSTING**

### **Secretary/Receptionist Monday – Friday 40 hours/week**

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The Receptionist is the first contact for all inquires concerning First Nation matters and operations through telephone, fax, email, direct contact and/or other technical modes of communication available. The Secretary/Receptionist fulfills all clerical duties as per First Nation Government requirements. The Secretary/Receptionist will report to the Program Manager and will provide clerical support to Chief and Council, and other program staff.

#### **Duties/Responsibilities**

- Daily Communications with Staff and Leadership
- Monitor Staff through in/out Board
- Receive and refer incoming calls, inquiries, information and record/distribute messages
- Receive and distribute incoming mail and prepare outgoing mail
- Word processing and data entry
- Maintain effective central filing system
- Monitor Reception and Office area
- Ensure that office equipment is in proper working order
- Provide information on all meetings, events and schedules of Leadership and staff
- Establish a daily Routine and perform typing and clerical functions
- Complete attendance reports and monitor staff time off
- Maintain First Nation email and update web page
- Ensure office supplies are available to all employees and prepare orders to ensure adequate supplies.
- Maintain confidentiality and ensure a respectful approach when dealing with public and staff
- Participate in various training opportunities if required
- Assist with Travel arrangements and appointment bookings for Chief and Council
- Record meeting minutes and provide written documentation to staff
- Shred outdated documents
- Ensure the availability of coffee and other supplies for visitors
- Consult with employees and provide assistance when required
- Other duties as assigned

#### **Qualifications:**

- Grade 12 level of education
- Computer skills in Microsoft Office (Word/Excel), Windows XP, Internet Explorer, Outlook Express
- Must be a team player
- Excellent Organizational and Communication Skills
- Previous Office Skills Required
- Must be dependable and punctual.
- Access to a vehicle is an asset
- Positive criminal Reference Check may be required

Please forward a cover letter and detailed resume including three references by 4:00 p.m. July 26, 2022 to [political.coordinator@migisi.ca](mailto:political.coordinator@migisi.ca)