



32 Machishteweyaaau Street
Nemaska, Quebec, J0Y 3B0

Tel: 819-673-2512
Fax: 819-673-2542

EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITON:

TITLE: Receptionist
Location: 32 Machishteweyaaau Trail, Nemaska, Quebec, J0Y3B0
Salary: (\$30,008.00 min. - \$45,013.00 max.) plus northern allowance
Closing Date: April 3, 2024
Employment Status: Permanent, subject to 3-month probation

Summary of Position:

Reporting to the Director of Human Resources, the Receptionist is responsible for managing and monitoring all activities of the Cree Nation of Nemaska Administration building reception area, including greeting and directing all visitors and callers.

Duties and Responsibilities

Functional responsibilities:

- Act as a representative of the Administrative Office. Welcome guests and respond to inquiries by telephone, e-mail, or in person. Take messages and refer inquires to the appropriate person(s) as required.
- Update and distribute changes to the Cree Nation of Nemaska's phone directory.
- Arrange conference calls upon request.
- Manage the schedule of all meeting rooms in the building and ensure that rooms are properly set-up prior to all scheduled meetings.
- Receive, sort, and distribute mail and faxes to appropriate staff members and is responsible for distribution of outgoing mail, shipping and receiving of packages.

Additional responsibilities:

- Maintain up-to-date knowledge and skills in areas(s) of responsibilities through attendance at meetings, conferences and training seminars.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- High School Diploma.

Experience:

- One year or less of relevant experience.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Customer focused and service oriented.
- Proven ability to communicate effectively.
- Proven ability to keep information confidential.
- Demonstrated attention to detail and accuracy.

Working Environments

The Receptionist works from an office in the Administration Building and is responsible for working from 9 a.m. to 5 p.m. with one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends especially during month-end and year-end periods.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
32 Machishteweyaaou Trail
Nemaska, Quebec
J0Y 3B0

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