



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

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

TITLE: Receptionist
Location: 6 Lakeshore Road, Nemaska, Quebec, J0Y 3B0
Salary: (\$37,492 min. - \$64,111 max.) plus northern allowance
Closing Date: January 29, 2025
Employment Status: Permanent, subject to 3-month probation

Summary of Position:

Reporting to Wellness Supervisor, the receptionist is responsible for managing and monitoring all activities of the Wellness Center building reception area, including greeting and directing all visitors and callers.

Duties and Responsibilities:

Functional responsibilities

- Act as a representative of the Wellness Center. 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.
- 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 to appropriate staff members and is responsible for distribution of outgoing mail, shipping and receiving of packages.
- Coordinate and schedule appointments for clients with specialists or counsellors.

Administration and reporting responsibilities

- Make sure that an adequate inventory of office supplies for Wellness Center and the staff room are available and ordered when needed. Place orders in compliance with established procurement procedures.

Additional responsibilities

- Maintain up-to-date knowledge and skills in areas(s) of responsibilities through attendance at meetings, conferences and training seminars.
- Act as a back-up/replacement for one or more members of the Wellness department.
- Perform other duties as required.

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 Wellness Center and is responsible for working from 9:00 a.m. to 5:00 p.m. With one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

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
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