



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

Tel: 819-673-2512
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EMPLOYMENT OPPORTUNITY

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

TITLE: Receptionist
Location: 8 Lakeshore Road, Nemaska, Quebec, J0Y 3B0
Salary: (\$37,492 min. - \$56,238 max.) plus northern allowance
Closing Date: January 30, 2025
Employment Status: Contract – (11 months)

Summary of Position:

Reporting to the Youth Center Supervisor, the Receptionist is responsible for greeting and directing all visitors and callers in a professional and pleasant manner. The Receptionist manages and monitors the reception area of the Youth Center. The incumbent also reminds users of the rules to follow.

Duties and Responsibilities:

Functional responsibilities:

- Welcome guests and respond to inquiries by telephone, e-mail, or in person.
- Take messages and refer inquiries to the appropriate person(s) as required.
- Ensure booking of premises and process payments as required.
- Ensure that users comply with the building's rules.

Administration and reporting responsibilities:

- Update the Youth Center phone directory and distribute it.
- Arrange conference calls upon request.
- Manage the schedule of all meeting rooms in the building.
- Receive, sort, and distribute all incoming mail, packages and faxes to the appropriate staff members.

Additional responsibilities:

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

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 Environment:

The Receptionist works from an office in the Youth Center Building 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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