

Secretary/Receptionist
External Posting
Full-Time Position
Location: Sioux Lookout

The Secretary/Receptionist is responsible for providing reception, clerical and administrative duties for SLAAMB staff.

QUALIFICATIONS:

1. Grade 12 Education or equivalent is required.
2. A minimum of 2 years previous experience required;
3. Must be familiar with general office procedures;
4. Ability to adapt effectively to changes in workload or work environment;
5. Familiarity with word processing programs such as (Microsoft Word, Excel, etc.)
6. Must possess excellent communication skills, both oral and written;
7. Ability to speak Oji-Cree, Ojibway or Cree is an asset;
8. Must be willing and able to travel when needed.

MAJOR DUTIES & RESPONSIBILITIES (but not limited to):

1. Provide reception duties:
 - a. Greet visitors and clients and answer phone calls promptly and in a courteous manner;
 - b. Answer general enquiries and/or refer them to appropriate staff;
 - c. Pick up and deliver mail to Post Office daily;
 - d. Log and stamp all incoming mail and log outgoing mail.
2. Provide clerical services for SLAAMB staff:
 - a. Type correspondence, reports, memos or other documents as assigned;
 - b. Photocopy/collate/distribute/fax documents/correspondence as assigned;
 - c. Take and prepare minutes of meetings;
 - d. Assist in preparation of Board Meetings (copying/preparing meeting kits, etc.);
3. Provide administrative duties:
 - a. Prepare deposits for banking as assigned;
 - b. Log all incoming/outgoing contracts for signing;
 - c. If needed, assist the Finance Manager;
 - d. Travel arrangements for SLAAMB business.

Please send your resume and cover letter to:

SLAAMB
P.O. Box 56, 80 Front St.
Sioux Lookout, ON
P8T 1A1
Or email to: mtait@slaamb.on.ca
Fax: (807) 737-4048

Closing Date: Friday, April 5, 2024