



Nakiiwin Azheyaaksin Employment Opportunity

Wikwemikong Housing Department

Casual Receptionist

Summary:

The Casual Receptionist, under the direct supervision of the Housing Department Manager, will serve as the primary point of contact for Housing inquiries and provide administrative support to the Housing Department.

Responsibilities:

- Receive, direct, respond to inquiries by telephone, or email.
- Organize and schedule appointments with band members and WUT departments.
- Perform routine administrative duties, including ordering office supplies.
- Manage incoming and outgoing mail: pick up, sort, date-stamp, scan and log.
- Maintain updated call log with accurate time stamps.
- Document staff call-ins/absences.

Qualifications:

- Highschool diploma or equivalent.
- Strong verbal communication, organizational, and time management skills.
- Fluency in Anishinaabemowin an asset.
- Strong work ethic, punctual, and reliable.
- Proficient in Office 365 applications or willingness to learn.
- Ability to operate scanners, printers and photo copiers.
- Valid "G" Class License.

Salary: \$25.50/ hourly

All Applicants must submit a cover letter, a resume and 3 references to:

Wiikwemkoong Housing Department

19A Complex Drive

Wikwemikong, Ontario, P0P 2J0

Or by email: samanthatoulouse@wiikwemkoong.ca

Closing Date: Until Filled