

## Secretary/Receptionist

**Sioux Lookout Area Aboriginal Management Board (SLAAMB), is currently seeking an individual to join the SLAAMB Team. SLAAMB is a not for profit Aboriginal organization with a primary mandate to provide employment and training initiatives for 25 First Nation Communities within the catchment area of Sioux Lookout, ON.**

The Secretary/Receptionist is directly accountable to the Coordinator and is responsible for providing reception, clerical and administrative services for SLAAMB staff.

### **Duties and Responsibilities:**

- Provide reception duties; greet visitors, clients, answer telephone calls and general enquires.
- Provide clerical services for SLAAMB staff; type correspondence, photocopy, prepare and/or store office forms.
- Collect and distribute mail and faxes; daily incoming and outgoing mail.
- Provide clerical services related to board minutes; assist in preparing board information –word processing, photocopying, collating and take and distribute minutes.
- Provide clerical support for recruitment and hiring processes as assigned; distribute job opening notice, notify candidates to be interviewed of date and time of interview as directed by Hiring Committee and prepare interview packages for Hiring Committee members.
- Other SLAAMB administrative or clerical duties as assigned.

### **Qualifications:**

- Must have a minimum of two years previous reception/secretarial experience.
- Grade 12 education or equivalent is required.
- Sound interpersonal skills and the ability to work within a team environment.
- Must be familiar with general office procedures.
- Must have knowledge of and commitment to the services and programs provided by SLAAMB.
- Excellent computer skills and able to type 30 – 40 WPM
- Strong oral and written communication ability, including technical writing.
- Ability to speak Oji-Cree, Ojibway or Cree is an asset.
- Organizational skills, time management skills.
- Ability in preparing meeting, training and workshop packages.

If you are interested to work as Secretary/Receptionist, please forward your cover letter and resume by Wednesday, January 6, 2016 at 4:00pm to: Mary Tait, Coordinator, P.O. Box 56, Sioux Lookout, ON., P8T 1A1

***We would like to thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.***