



Beausoleil First Nation

Eleven O’gemaa Miikan

Christian Island, ON

L9M 0A9

705-247-2051 Fax: 705-247-2239 Email: admin@chimnissing.ca

EMPLOYMENT OPPORTUNITY

Job Title: Receptionist

General Description:

The Receptionist of the Beausoleil Family Health Centre, as a highly motivated individual, with the skills and abilities of working in a very fast paced environment is responsible for all front desk reception duties.

The Receptionist will be working under the direct supervision of the Health Director. The hours of work will be Monday to Thursday from 8:30 am – 4:30 pm and Fridays from 8:30 -11:30 am.

Qualifications/Requirements:

- Post Secondary Office Administration Diploma or equivalent of education and experience (two years in an office environment)
- Previous experience working in a health–care setting
- Excellent interpersonal skills, computer skills and writing skills
- Ability to work independently and as part of a team
- Superior organizational and time management skills.
- Ability to work in a sensitive, often challenging environment with the utmost regard for maintaining confidentiality
- Must have a pleasant and clear telephone manner
- Familiarity with a variety of office equipment
- Current Standard First Aid and CPR
- Knowledge of Aboriginal Culture an asset
- Ability to speak Ojibway an asset
- Criminal reference check (CPIC)

Essential Duties and Responsibilities:

- Answer phones in a pleasant manner and direct to appropriate personnel
- Greet people/patients/visitors and direct to appropriate staff
- Maintain integrity and confidentiality of topics discussed (privately where necessary), files, records, etc.
- Draft routine correspondence
- Schedule appointments for visiting service providers as directed
- Ensure correspondence is directed to appropriate staff member
- Ensure all office equipment is maintained and recommend office purchases
- Order office supplies when necessary
- Change phone message system on monthly or quarterly basis as deemed necessary
- Ensure waiting area is tidy throughout the day
- Assisting in scheduled clinics for specialists, doctors/nurse practitioners and alternative service providers
- Provide clerical services including mail, delivery and receipt of merchandise, typing, filing, noting receivables and payables, operating the photocopier, fax machine and computer with software programs related to word processing.
- Log all incoming/outgoing correspondence
- Assist in organizing special events as directed
- Other duties assigned as related to position

Duration: Term Contract to March 8, 2019
Rate: \$15.00 per hour x 35 hours a week
Closing Date: Applications shall be delivered to the front desk of the Administration Building no later than **Monday June 11, 2018 at 12:00pm**
Hours of Work: 35 hours a week – Monday to Friday
Direct Trevor Reid
Supervisor: Health Director

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: Cover letter, current resume, 2 references. Your application package must be clearly marked with your name and the position you are applying for; Attention: Virginia Sandy, A /HR Mgr. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. jobs@chimnissing.ca

We thank all who apply, however, only those selected for an interview will be contacted.