

ONEIDA NATION OF THE THAMES



ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Receptionist **Wage Range:** \$14.00/hr.
Department: Employment & Training **Term:** Permanent - Full Time
Hours: 35 hours/week, 8:30 am to 4:30 pm, Monday to Friday

Posting Date: September 4, 2019 **Closing Date: September 17, 2019 @ 4:30 PM**

SUMMARY:

The Receptionist is responsible for a wide variety of clerical office duties. This includes coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, pick up/drop off mail, and scheduling appointments.

QUALIFICATIONS:

1. Minimum grade 12 with 1 or more years of employment as a Receptionist; OR
2. Post-secondary certificate in Office Administration;
3. 1 year related experience as a Receptionist, an asset
4. Must have a Valid Ontario Driver's License and access to a vehicle;

REQUIREMENTS:

1. The successful candidate will submit a CPIC, prior to starting employment, at own expense;
2. The successful candidate will submit a copy of all applicable educational qualifications (Certificates, diplomas, degrees), prior to starting employment.
3. The successful candidate will provide a copy of a valid driver's license, current abstract (at own expense) and have a reliable insured vehicle.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, One (1) recent Supervisor and two (2) work related references (names, titles and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930

- All applications will be screened according to the above qualifications, including a full and complete application as requested. (only those selected for an interview will be contacted)
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations please contact Human Resources.

NOTE: All applicants urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”