



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

HILLSIDE RECEPTIONIST – SHORT TERM

PROGRAM AREA:	EDUCATION SERVICES
POSITION TITLE:	HILLSIDE RECEPTIONIST (SHORT TERM)
REPORTING PROTOCOL:	REPORTS TO THE HILLSIDE PRINCIPAL

POSITION SUMMARY: The Hillside School Secretary is responsible for front office management, reception, and the administrative functions central to the operation of the Hillside School. The school Secretary provides general information to the public, and courteously receives and directs students, parents, guardians, and visitors to Hillside School. The School Secretary provides highly complex administrative support to the Administration Team, while maintaining strict confidentiality in all school and education matters.

EDUCATION / PROFESSIONAL REQUIREMENTS:

- Grade 12 Diploma.
- Office Administration is an asset.
- Experience in an office setting is an asset.
- Able to manage multiple tasks in a fast setting.
- Must be proficient with the use of computers including Microsoft Office (Word, Excel, PowerPoint).
- Able to work under pressure, meet deadlines and maintain strict confidentiality.
- Task-oriented work style that requires minimal direction.
- Being a positive role model through healthy lifestyles.
- Current criminal reference check and vulnerable sector screening.
- Valid Driver's License.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – APRIL 2ND, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – HILLSIDE RECEPTIONIST**

Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

Fax: 519-786-2108

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION
STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE
REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT*