



# CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## EMPLOYMENT OPPORTUNITY

### ADMINISTRATION RECEPTIONIST – FULL TIME

---

<b>PROGRAM AREA:</b>	ADMINISTRATION
<b>POSITION TITLE:</b>	ADMINISTRATION RECEPTIONIST
<b>REPORTING PROTOCOL:</b>	REPORTS TO COUNCIL EXECUTIVE ASSISTANT

---

**POSITION SUMMARY:** The Administration (Front Desk) Receptionist is responsible for the efficient operation of the reception office, providing general clerical support for the Administration Office.

**EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Grade 12 minimum.
- General Administration diploma preferred.
- Practical training and experience in Microsoft Word and PowerPoint.

**SKILLS REQUIRED:**

- Excellent public relations skills.
- Excellent clerical skills.
- Must be reliable, punctual and maintain good attendance.
- Must have good working knowledge of business machines such as photocopiers, fax, etc.
- Must have proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Must be a self-starter and be capable of working with minimal direction.
- Excellent computer skills.
- Must possess a current and valid Driver's License and dependable vehicle.

**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 applicants must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicants must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

**[SECOND POSTING]** PLEASE SUBMIT YOUR COVER LETTER AND A DETAILED RESUME **[SECOND POSTING]**

TO: CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION,  
ATTN: HR – ADMINISTRATION RECEPTIONIST.  
EMAIL TO: [HR.ASSISTANT@KETTLEPOINT.ORG](mailto:HR.ASSISTANT@KETTLEPOINT.ORG)  
MAIL TO: 6247 INDIAN LANE, KETTLE & STONY POINT FIRST NATION, ON N0N 1J1.  
FAX TO: 519-786-2108

**CLOSING DATE – JANUARY 21<sup>ST</sup> 2025 AT 4:00PM**

*A FULL JOB DESCRIPTION IS AVAILABLE: CONTACT THE HR ASSISTANT AT [HR.ASSISTANT@KETTLEPOINT.ORG](mailto: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*