



Ojibway Nation of Saugeen

General Delivery

Savant Lake Ontario P0V2S0 Canada

(807)928-2824 phone

(807)928-2710 fax

Date: March 19th, 2025

EMPLOYMENT OPPORTUNITY

Closing Date For Resumes: March 27th, 2025

Job Title: Band Office Receptionist

Reports To: Krysta Derosier

Job Purpose: To be the first point of contact at the Band Office, creating welcoming and respectful communication while supporting Band Administration.

Duties and Responsibilities:

- Create a positive, professional, and welcoming environment
- Respond to telephone, take and distribute messages accordingly
- Type forms, letters, reports, memos, and posters as necessary
- Organize, maintain, and coordinate office records and files
- Compilation of data for reports when needed

Requirements/Qualifications:

- High School Diploma or equivalent with one year's work experience in a directly related role or two years' work experience in a directly related role
- Reliability and great work ethic
- Experience with general office duties and office equipment
- Working knowledge of computers and various software
- Ability to work independently with little to no supervision
- Understanding the importance of always maintaining confidentiality
- Willingness to follow all policies and procedures

Additional Requirements:

- Criminal Record Check

Please email resumes to krystad@ojibwaynationofsaugeen.ca or in person to Krysta Derosier at the Band Office. Only those selected for an interview will be contacted.

