



**Front Desk Receptionist
Six Month Replacement Position**

Job Title: Receptionist.

Location of position: Corner Brook, NL

Hours of Work: 9:00 am to 4:00 pm daily, Monday to Friday, 35 hours per week

Rate of Pay: \$30,000.00 Annually

Job Description: Qalipu First Nation is currently looking to fill a Six month Replacement Receptionist Position. The successful candidate will ensure the efficient day to-day operations of the front office at 3 Church Street.

Responsibilities

- Greet members/clients/suppliers/visitors to the organization
- Respond to inquiries
- Sort and scan incoming mail/prepare outgoing mail
- Purchase/manage office supplies
- Ensure that office maintenance is carried out
- Proficient use of computer programs/office equipment
- Prepare for meetings, make travel arrangements
- Other duties as assigned

Please Note:

Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a vulnerable sector query is required.

Qualifications:

Education: Diploma in Office Administration, Business Administration, Office Management or other related fields of education may be considered.

Experience: Two years of experience in an office setting managing office related duties. Proficiency in the use of computer programs for word processing, database, spreadsheets, email and internet. Proficiency in the use of office equipment such as computer, voice messaging systems, fax, scanner and photocopier.

Working Conditions

Receptionists work in an office environment which requires sitting for long periods of time. Some light lifting is required. Some overtime may be required from time to time.

Apply:

If you are interested in this position, please apply with resume, covering letter, and three professional references with subject line: **Receptionist**, using one of the options listed below:

Online : <https://qalipu.bamboohr.com/jobs/view.php?id=7>

Or:

Electronically by email to: jobopportunities@qalipu.ca to:

Mrs. Janet McAuley, Human Resources Manager
Qalipu Mi'kmaq First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of submission: Wednesday, October 28th, 2020 at 4:00 P.M.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation please indicate it in your cover letter.