



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: Receptionist	CLASSIFICATION: Permanent Full-time
CLOSING DATE: Friday, January 30, 2026 at 4:00 p.m.	SALARY: \$36,000.00 - \$40,000.00

GENERAL DESCRIPTION

Under the direction of the Executive Director or designate, the Receptionist is responsible for providing reception and clerical support for the MCFS. The Receptionist is responsible for greeting customers in person or on the telephone and directing them to the appropriate personnel. The Receptionist is to type, photocopy and file documents, open and record incoming and outgoing mail and faxes, coordinate vehicle maintenance and maintain office supplies.

RESPONSIBILITIES:

- Greet customers in person or on the telephone and direct them to the appropriate personnel
- Prepare and maintain staff contact list including extensions, cell phones and e-mail
- Record and distribute incoming and outgoing mail and faxes
- Prepare forms, letters, business cards and documents as required
- Order, distribute and maintain inventory of supplies
- Coordinate meetings virtually (Teams/Zoom) or in person by organizing agendas, meeting space, food, accommodations and meeting packages
- Coordinate travel accommodations for staff
- Manage and ensure maintenance of office equipment
- Ensure confidentiality and safekeeping of all MCFS documents and records
- Work in compliance with Occupational health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Diploma in Office Administration

Minimum Experience

- Two (2) years experience in an office setting

Knowledge Requirements

- Knowledge of Mnaasged programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of member Nation culture, traditions and Teachings
- Knowledge of office systems, equipment, processes and procedures

Special Skills

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to work with confidential and sensitive information

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

For a full job description, please contact Carol Antone, HR Developer at hr.developer@mnaasged.com

519 289-1117 ext. 237

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working reference letters to:

Human Resource Department – Confidential

Mnaasged Child and Family Services

311 Jubilee Rd. Muncey, ON N0L 1Y0

Confidential.hr@mnaasged.com

Only those selected for an interview will be contacted