



NISHNAWBE ASKI DEVELOPMENT FUND

External Job Posting

Receptionist Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity in our Thunder Bay office for a **Receptionist**. The Receptionist contributes to the efficient day-to-day operations of all NADF offices, and provides basic information to NADF clients and to the public.

DUTIES AND RESPONSIBILITIES:

1. Greet and assist visitors and/or clients in a professional and courteous manner and to direct visitors and/or clients to appropriate staff person.
2. Answer telephone in a professional and courteous manner, to provide accurate information on NADF's programs and services when inquired.
3. Ensure referrals to business development staff are directed appropriately either by telephones and/or email inquiries.
4. Ensure all detailed telephone messages are distributed to the appropriate staff member.
5. Relay general mailbox messages to the appropriate staff member.

QUALIFICATIONS:

1. A completed secondary school diploma is required and two (2) years office experience. Experience working within aboriginal communities or with aboriginal clients would be an asset.
2. Completion of a course in office administration or similar training is an asset. Must be knowledgeable in all office procedures.
3. Computer literacy/proficiency: Microsoft Office preferred.
4. Strong oral and written communication skills.
5. Knowledge of and commitment to the services provided by NADF.
6. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
7. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
8. Must be willing and able to travel by air and road to remote and rural northern communities.

Wage Band is \$13.00 per hour commensurate with qualifications and experience. To review a complete job description, please visit our website at www.nadf.org.

Qualified applicants may forward their cover letter and resume with 3 references by **Wednesday, September 9, 2015, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4
Fax: (807) 622-8271
Email: mcarpenter@nadf.org

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.