



Nakiiwin Azheyaaksin Employment Opportunity

Wikwemikong Housing Department

Receptionist

Summary:

The Receptionist serves as the initial point of contact for the Housing Department. This position provides front-line customer service, administrative support, and ensures efficient day-to-day office operations. The Receptionist supports staff, band members, and community partners by maintaining professional communication and accurate documentation.

Responsibilities:

- Receives, screens and directs inquiries by phone, email, and in person, while maintaining a welcoming and organized reception area.
- Organizes and schedules appointments, meetings, and related coordination tasks.
- Supports day-to-day office operations, including ordering supplies, processing mail, and maintaining accurate call and attendance logs.
- Provides administrative support such as photocopying, scanning, data entry, and preparing correspondence, notices, and forms.
- Maintains organized physical and electronic filing systems, ensuring confidentiality of all documents.
- Performs other administrative duties as required to support Housing Department operations.

Qualifications:

- Highschool diploma or equivalent.
- Strong verbal communication, organizational, and time management skills.
- Fluency in Anishinaabemowin an asset.
- Strong work ethic, punctual, and reliable.
- Proficient in Office 365 applications or willingness to learn.
- Ability to operate scanners, printers and photo copiers.
- Valid “G” Class License.

Salary: \$49,730.00

All Applicants must submit a cover letter, a resume and 3 references to:

Wiikwemkoong Housing Department

19A Complex Drive

Wikwemikong, Ontario, P0P 2J0

Or by email: samanthatoulouse@wiikwemkoong.ca

Closing Date: January 16, 2026