



Nakiiwin Azheyaaksin  
*Employment Opportunity*  
Housing Receptionist

The Wiikwemkoong Housing Department is seeking a Receptionist. Wiikwemkoong Unceded Territory (WUT), following the principals and ethics of Wiikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong Community Standards, provides reception and administrative support for the Housing Department. The Receptionist is responsible for supporting staff, band members, and community partners by maintaining professional communication and accurate documentation.

The Receptionist will report to the Housing Manager.

#### RESPONSIBILITIES

- Receives, screens and directs inquiries by phone, email, and in person.
- Maintains 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 general administrative support, including photocopying, scanning, data entry, and preparing correspondence.
- Maintains organized physical and electronic filing systems, ensuring confidentiality of all documents.
- Performs other administrative duties as required to support Housing Department operations.

#### REQUIREMENTS

- Highschool diploma or equivalent.
- Strong verbal communication, organizational, and time management skills.
- 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.
- Ability to understand and speak Anishinaabemowin is a definite asset.

Salary: Grade 3 Step 1 (\$ 49,730.00)

Location: On site

**Posting: January 19, 2026**

**Closing Date: February 9, 2026**

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

**Confidential: Housing Receptionist**

Box 112, 19A Complex Drive, Wiikwemkoong Unceded Territory  
Wiikwemkoong ON P0P 2J0  
[erc@wiikwemkoong.ca](mailto:erc@wiikwemkoong.ca)

Note: Incomplete packages and late submissions will not be reviewed

Please submit copies as there is no return of submissions.

We thank all those that apply but only those selected for an interview will be contacted.