

Anishnawbe Mushkiki – Employment Opportunity Thunder Bay Aboriginal Community Health Centre

Anishnawbe Mushkiki (Thunder Bay Aboriginal Community Health Centre) invites applications for the following position:

Receptionist - Casual Position

Under the supervision and reporting to the Executive Director, the Secretary - Receptionist will provide receptionist and secretarial support services for Anishnawbe Mushkiki program, services and the management team.

General Duties and Responsibilities

- Perform general secretarial responsibilities relevant to a community health centre environment.
- Welcome the public in a courteous and respectful manner and diffusing potential problematic situations if necessary.
- Answer the telephone, record and direct messages/telephone calls to the appropriate personnel
- Be responsible for incoming and outgoing mail. Open incoming mail and distribute accordingly. Keep an ongoing record of all incoming and outgoing mail.
- Be responsible for organizing and coordinating office procedures, filing systems, office supplies, inventory etc.
- Be responsible for word processing , formatting and preparing office memos, and general correspondence.
- Maintain an efficient computerized information system.
- Work as a team member in a multi-disciplinary setting.
- Be responsible for attending all staff/ Board meetings and to record minutes
- Perform other such reasonable duties, which may be assigned from time to time by the Executive Director.

Education and Qualifications:

- Graduate of and administrative assistant or secretarial program. Equivalent education and experience will be considered.
- Three to five years, secretarial experience in an Aboriginal agency or community health centre.
- Advanced computer skills and familiarity with relevant software programs.
- Organized, self starter that possesses excellent problem solving skills.
- Fluent in Ojibway or Cree an asset.
- Successful completion of a police security check.
- Experience in dealing with the public in a mature, professional and helpful manner.
- Experience working with and extensive knowledge of the Anishnawbe culture, traditions, and values is required.

PLEASE SUBMIT A RESUME, COVERING LETTER AND THREE WORK REFERENCES BY:

July 9th, 2010

Fax - 343-4728

Anishnawbe Mushkiki

29 Royston Court Thunder Bay, Ontario, P7A 4Y7

Only applicants selected for an interview will be contacted.

****First preference is given to the hiring of qualified Aboriginal persons****