



## JOB OPENING

### Local Posting

### Receptionist

*Human Resources Department*

The **Receptionist** is responsible for answering the telephone, taking messages, sorting all incoming and outgoing mail, entering data, and performing other administrative duties. The incumbent also provides basic information to the general public.

## KEY RESPONSIBILITIES

- Greet visitors and direct them to the appropriate personnel or department
- Assist personnel and visitors with office equipment such as, photocopier, telephone, etc.
- Answer inquiries and provide information regarding the administration building
- Receive and make phone calls, take, and relay messages to appropriate personnel
- Open all mail and date, sort in-coming mail daily stamp and deliver to appropriate personnel
- Receive, collect, and distribute in-coming mail and maintain records of outgoing and incoming mail
- Sort out-going mail and deliver to the Post Office
- Maintain up-to-date list of internal office directory
- Coordinate travel arrangements when required
- Handle, process, and distribute all cheques
- Ensure the bulletin board is up-to-date regularly
- Perform other related tasks as requested

## QUALIFICATIONS

- High School Diploma
- 1 year or less of relevant experience
- Fluency in Cree and English, French an asset
- Good communication, interpersonal, organizational, and methodical skills
- Ability to work following precise methodologies and ability to coordinate multiple tasks
- Knowledge of computer software and Microsoft Office Programs

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$19.99 - \$29.98**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **May 8, 2026**, via email to [jobpostings@wemindji.ca](mailto:jobpostings@wemindji.ca) or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0