



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.

JOB OPENING

Local Posting

Receptionist

Human Resources Department

KEY RESPONSIBILITIES

- Greet visitors coming into the office and direct them to the appropriate person/department
- Assist personnel and customers with office equipment like, 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
- Maintain record of outgoing and incoming mail
- Sort out-going mail and deliver to the Post Office
- Maintain up-to-date list of internal office directory
- Receive and send e-mails
- Coordinate travel arrangements when required
- 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 programs

Status: **Temporary Replacement / 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 **October 21, 2025**, via email to 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