

**INTERNAL/EXTERNAL POSTING
EMPLOYMENT OPPORTUNITY**

Position: Receptionist – Full-Time

Background:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Finance Department provides financial and administrative support services to the Chiefs of the member First Nations, the Board of Directors, the Chief Executive Officer and the Program Managers and staff of Matawa. The department is responsible for financial and compliance reporting and maintenance of all financial activities of Matawa and its related organizations. It is also responsible for the Matawa Front Desk and is inviting applications for the position of Full-Time Receptionist.

Position Summary:

The Receptionist reports to the Manager Finance and Administration and is responsible for providing secretarial, clerical and administrative support in order to ensure Matawa's services are provided in an effective and efficient manner and guests, in person or on the phone, are directed to the appropriate person.

Preferred Qualifications and Experience:

- Fluency in a Matawa dialect
- An understanding of the Matawa First Nations cultural and political environment
- Proficiency in office administration including ability to use standard office equipment and computer applications
- Demonstrated knowledge, skills and personal attributes as described in the job description

For additional information, including specific qualifications for the position, please view the Job Description on the Matawa website at: www.matawa.on.ca

Please send your cover letter and resume with three employment references by mail, email or fax to:

Matawa First Nations Management
Attn: Neil Miller, Manager Finance & Administration
233 Court Street South, 2nd Floor
Thunder Bay, ON P7B 2X9
RE: FULL-TIME RECEPTIONIST COMPETITION
Fax: (807) 344-2977
Email: reception@matawa.on.ca

Application Deadline: November 28, 2017 by 4:30 p.m. ET

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

