

EMPLOYMENT OPPORTUNITY

Position: Receptionist (Part-Time Casual) 233 S. Court Street Location

Summary:

The Receptionist reports to the Manager of Finance and Administration and is responsible for providing office and clerical services. Failure to provide these services in an efficient and effective manner will result in disruption in the provision of services. The Receptionist is responsible for providing secretarial, clerical and administrative support to ensure our services are provided in an effective and efficient way.

Qualifications/Requirements:

The Receptionist would normally attain the required knowledge, skills and attitudes through completion of an office procedures course combined with related experience. Equivalencies will be considered.

For additional information for the Receptionist position, please view the Job Description on the Matawa website: www.matawa.on.ca

Salary: We offer a competitive salary and benefits commensurate with education and work experience.

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management
ATT: Human Resources Department
RE: Receptionist
Mail: 233 Court Street South
Thunder Bay, ON P7B 2X9
Email: careers@matawa.on.ca

Closing Date: By 4:30 pm EST on Friday, July 11, 2025

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

