



*Waabigooniin Saaga'iganiiw Anishinaabeg*  
Wabigoon Lake Ojibway Nation  
RR#1, Site 115, Box 300 • Dryden, ON • P8N 2Y4  
Tel: (807) 938-6684 • Fax: (807) 938-1166



**EMPLOYMENT OPPORTUNITY**  
**SECRETARY/RECEPTIONIST**  
**TERM UNTIL April 20, 2018**

**FT/PT Position:** 1 Full-time Term Position Only

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Chief and Council

**Closing Date:** January 29, 2018

**Summary:** The Secretary/Receptionist is to provide a positive attitude and a welcoming atmosphere for staff, clients, guests, and outside agencies. Also, to ensure the Band Office is fully operational during regular working hours. The Secretary/Receptionist is responsible for efficient secretarial and reception duties to Chief and Council, Managers, and other staff by ensuring effective communications in the Band Office.

**Duties:**

- Communicate with C&C, staff, guests, and outside agencies in a respectful and professional manner.
- Provide general secretarial and administrative support including faxing, copying, scanning, emailing, filing, record keeping, book keeping, and shredding.
- Answer telephone, screen, and direct calls.
- Take, relay messages, and provide general information to callers.
- Greet people entering the building and direct to appropriate persons.
- Prepare correspondence and documents.
- Receive and sort mail, email, and deliveries.
- Organize conference and meeting room bookings.
- Monitor, operate, and maintain office equipment.
- Order office supplies and janitorial cleaning supplies.
- Tidy and maintain the reception area.
- Monitor visitor access and maintain security awareness by securing building at the end of the day.
- Any other related duties as assigned by Chief and Council.

**Qualifications:**

- Completion of Grade 12 diploma/G.E.D or equivalent.
- Completion of a post-secondary diploma/certificate relating to Office Administration is an asset.
- Excellent communication skills, both verbal and written.
- Knowledge of computers and software applications such as Microsoft Office.
- Knowledge of Aboriginal culture, traditions, and way of life.
- Wabigoon Lake Ojibway Nation band member an asset.



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Please submit a Cover Letter, Resume, and 3 References by: **Monday, January 29, 2018 at 4:00 p.m.**

Applications can be submitted by mail, fax, email, or in person to:

W.L.O.N Band Office  
Attention: Human Resources Manager  
RR1, Site 115, P.O Box 300  
Dryden, ON P8N 2Y4  
T: (807) 938-6684  
F: (807) 938-1166  
Email: [humanresources@wlon.ca](mailto:humanresources@wlon.ca)

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**WE THANK ALL APPLICANTS HOWEVER ONLY THOSE SELECTED FOR AN  
INTERVIEW WILL BE CONTACTED**