



INDEPENDENT FIRST NATIONS ALLIANCE

SIOUX LOOKOUT OFFICE

34 Prince Street, Sioux Lookout, ON P8T 1K6

Toll Free: 1-888-253-IFNA

Tel: (807) 737-1902 | Fax: (807) 737-3501

Job #314 – Receptionist

Location: Sioux Lookout Office (Onsite)

Department: Administration

Type of Role: Full-Time

Reporting to and under the supervision of the Executive Assistant, the Receptionist serves as the first point of contact for visitors, clients, and callers to IFNA. This role is responsible for managing the front desk, providing exceptional customer service, performing a variety of administrative and clerical duties, and supporting the day-to-day operations of the organization. The Receptionist plays a key role in creating a welcoming and professional environment for all guests and staff.

Responsibilities:

Visitor & Phone Management

- Welcome, greet, and announce visitors, callers, and email inquiries in a professional and friendly manner.
- Direct visitors and callers to the appropriate staff member or department.
- Answer, screen, and forward incoming phone calls promptly and efficiently.
- Provide accurate information and assistance to visitors and callers as required.

Office Maintenance

- Maintain a clean, organized, and professional reception area, boardrooms, and kitchen spaces.
- Ensure washrooms are stocked with necessary supplies and soap dispensers are replenished.
- Coordinate the removal of packages, boxes, and other materials from hallways and common areas.
- Serves as the central point of contact for all indoor office and outdoor property maintenance requests from staff.

Inventory & Purchasing



- Maintain and organize Personal Protective Equipment (PPE) inventory and supply records.
- Monitor and replenish office and maintenance supplies as needed.
- Process purchase orders using SpendMap.

Administrative Support

- Record incoming and outgoing mail and facsimiles in the monthly mail log and distribute accordingly.
- Assist with travel and accommodation arrangements for staff.
- Participate in staff meetings and organizational activities.
- Photocopy, print, and collate reports, correspondence, and other documents.
- Support managers with document preparation and printing requirements.
- Maintain and update the staff directory.
- Prepare correspondence, memos, reports, and information packages for management and Board meetings.
- File correspondence and maintain electronic filing systems.

Other Duties

- Complete occasional errands and tasks outside the office, including mail pick-up and delivery, special orders for band offices, and airport pick-ups or deliveries.
- Provide coverage and support for colleagues during vacations, sick leave, or periods of increased organizational demand.
- Perform additional duties as assigned.

Position Requirements:

- Grade 12 diploma or equivalent; previous office experience is preferred.
- Valid Ontario Class G Driver's License with a clear Driver's Abstract.
- Excellent verbal and written communication skills.
- Strong organizational, multitasking, and time-management abilities.
- Exceptional interpersonal and customer service skills.
- Ability to maintain confidentiality and handle sensitive information professionally.



- Proficiency in Microsoft Word and Outlook.
- Reliable, punctual, and dependable.
- Self-motivated with the ability to work independently and with minimal supervision.

Preferred Qualifications

- Ability to communicate in a First Nations language from the Sioux Lookout District.
- Ability to speak Ojibwe and/or Oji-Cree.
- Understanding of Indigenous history, traditions, values, and cultural practices.
- Familiarity with Indigenous communities and organizations.
- Experience working within an Indigenous organization.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package for full-time positions including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

Salary Range: \$35,625 to \$39,375

Schedule: Monday to Friday - Regular Office Hours

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #314**. We look forward to welcoming you to our team!

Deadline: Open until filled

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.