



CHIPPEWAS OF GEORGINA ISLAND FIRST NATION

JOB POSTING

Band Office Receptionist

Reports To: Band Manager

Classification: Full-Time

Position Overview

The Chippewas of Georgina Island First Nation is looking for a friendly, professional, and organized Receptionist to be the first-person community members, visitors, clients, contractors, and partners meet. The Receptionist will help to create a welcoming and respectful atmosphere at the Administration Building, while handling important reception, clerical, administrative, and office support tasks. Hours of Work: Monday to Friday, 8:00 a.m. to 4:00 p.m.

Qualifications

- Secondary School Diploma (Grade 12) or equivalent.
- Minimum two (2) years of experience in a reception, office administration, or administrative support role.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and other office software.
- Strong word processing, data entry, and organizational skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work independently while managing multiple priorities and interruptions.
- Experience coordinating meetings, events, and community activities.
- Strong attention to detail and accuracy

Responsibilities

- Welcome visitors, community members, clients, and contractors and direct them to appropriate staff or services.
- Provide information and assistance in person, by telephone, and electronically.
- Answer, screen, and forward incoming calls and take accurate messages.
- Schedule meeting rooms, including the Community Hall and other First Nation facilities.
- Support front desk security procedures and manage building access as required.
- Provide word processing and administrative support to departments, committees, and Chief and Council.
- Perform data entry and maintain records for departmental projects and initiatives.
- Prepare correspondence, reports, manuals, forms, and other documentation.
- Receive, sort, and distribute incoming mail and courier deliveries.
- Assist with organizing meetings for Chief and Council, Boards, Committees, and community groups.
- Prepare agendas, meeting materials, and supporting documentation.
- Support the planning and promotion of community events and programs.
- Maintain office supply inventories and order supplies as required.
- Support the efficient day-to-day operation of the Administration Building.
- Perform miscellaneous job-related duties as required

Why Work with the Chippewas of Georgina Island First Nation

- Beautiful waterfront location on Georgina Island
- Competitive salary and benefits

How to Apply

Please submit the following:

- Cover letter
- Detailed résumé

Send applications or questions about this position to:

Kevin Winch, Director of Operations

Email: careers@georginaisland.com

Subject Line: *Receptionist*

Fax: 705-437-4597

Resumes may be submitted by fax or e-mail.

Deadline: Open until filled.

******Only applicants meeting the minimum requirements will be contacted******

Posted: June 3, 2026