



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Receptionist

Job ID	DF-DC-BC-0F-27-87	
Web Address	https://careers.indigenous.link/viewjob?jobname=DF-DC-BC-0F-27-87	
Company	Native Women's Association Of Canada	
Location	Ottawa, Ontario	
Date Posted	From: 2019-10-02	To: 2020-03-30
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$37,500	
Languages	English Required, French And Indigenous Language Assets	

Description

Summary

The Receptionist will be the first point of contact for our organization. The receptionist will be responsible for offering administrative support across the organization. The Receptionist will work under the authority and supervision of the Director of Human Resources and Operations, and is responsible for welcoming guests positively, and executes all administrative tasks to the highest quality standards.

This is an exciting opportunity to be part of a team that will make a difference in the lives of Indigenous women in Canada and around the world.

General duties

The NWAC Receptionist will:

Greet and welcome guests as soon as they arrive at the office;

Direct visitors to the appropriate person and office;

Answer, screen and forward incoming phone calls;

Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures);

Provide basic and accurate information in-person and via phone/email;

Receive, sort and distribute daily mail/deliveries;

Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges);

Order front office supplies and keep inventory of stock;

Update calendars and schedule meetings;

Arrange travel and accommodations, and prepare vouchers;

Keep updated records of office expenses and costs;

Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing;

Other related duties as assigned, from time to time

Experience

Proven work experience as a Receptionist, Front Office Representative or similar role;
Experience with NGOs, organizations, interest groups and government or government agencies or business/corporate entities

Education Requirements

College Diploma; additional certification in Office Management is a plus

Essential Skills

Key Skills

Ability to communicate effectively and collaboratively with internal and external stakeholders;
Ability to think critically and act logically to evaluate situations, solve problems and make decisions;
Ability to take direction and work independently;
Excellent interpersonal skills;
Ability to apply sound judgment and make decisions within the area, often on short notice;
Ability to prioritize, multi-task and organize work effectively and under pressure

Knowledge Requirements

Some knowledge and understanding of Indigenous Peoples in Canada and internationally, their cultures, histories and traditions;
Knowledge and understanding of contemporary concerns and issues in the doing of Indigenous business in Canada;
Understanding and knowledge of Indigenous issues, and norms and standards relevant to promotion and protection of Indigenous women's rights;
Some knowledge of key issues impacting Indigenous women and girls in Canada and internationally

Work Environment

The Native Women's Association of Canada (NWAC) is a National Indigenous Organization representing the political voice of Indigenous women and girls in Canada. Incorporated in 1974, NWAC works to advance the social, political, and cultural well-being and equality of Indigenous women, girls and gender diverse people through advocacy, education, research and policy. This is exciting opportunity aims to make a difference in the lives of Indigenous women in Canada and around the world.

Things to know

Located in the heart of the Ottawa ByWard Market.

Microsoft Surface laptop.

Apple 6s phone.

Flexible working conditions.

Gym at proximity.

Health care coverage, paid vacation, and other benefits.

Other

This position is opened to Indigenous candidates only – Please self-identify
Special Program under Human Rights Legislation
Only those selected for an interview will be contacted.
Interviews will be held in Ottawa or by teleconference.

How to Apply

Please submit electronically your resume and cover letter to:
apply@nwac.ca

Also, you can refer to the NWAC website @ careers