

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Receptionist/Abinoojii Gamik	Date Created: November 2020
Job Class 3	Date Approved: November 25, 2020

TEAM: 0-6 Children's Programs

IMMEDIATE SUPERVISOR: Early Learning Program Lead or Designate

SUPERVISION: Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors and the Executive Director of the United Native Friendship Centre and under the direct supervision of the Early Learning Program Lead or Designate.

PURPOSE OF POSITION: While effectively functioning as a member of the Abinoojii Gamik Children's Place team, the Receptionist maintains responsibility for the reception area its day-to-day operations. To assist the organization in the performance of her/his duties and support in the maintenance of the overall goals and objectives of the Centre. The Receptionist plays a vital role in the functioning of the Centre, its programs and day-to-day operations. It is imperative that a friendly, cooperative and informative relationship will be maintained at all times.

QUALIFICATIONS:

- Grade 12 education or GED
- Minimum 6-months to one year experience in office administration
- Advanced computer skills that include the ability to design, edit and print monthly news letters
- Strong interpersonal skills with ability and comfort to greet and interact well with others; customer service excellence
- Ability to work with minimal supervision and in a team setting
- Adaptable and able to multitask daily in a busy environment
- Exceptional communication skills, both written and orally
- Excellent organizational skills and time management
- Knowledge of Indigenous culture and the Friendship Centre movement would be considered an asset
- Accepting and sensitive to the Anishinaabe culture and practices; smudging, ceremony, drumming, etc.
- Other duties as required

JOB SPECIFICATIONS:

- Provide reception services: answering and screening all incoming calls and directing clients/visitors to the appropriate person for assistance
- Maintain confidentiality in all matters pertaining to the Centre and staff
- Provide fax and copier services for clients and members

- Record all incoming and outgoing mail, including Courier services
- Record all vital incoming and outgoing fax correspondence in mail binder
- Maintain personnel/staff contact information
- Ensure all office inventory is current via monthly orders to local supplier
- Provide monthly copy count for office photocopiers to contracted supplier
- Prepare and distribute bi- monthly newsletter
- Order and keep sufficient stock of office supplies and other stock/necessities from local suppliers as approved
- Maintain a record of staff attendance by way of IN/OUT board and daily log book
- Maintain and keep the reception/photocopy area clean
- Attend professional development as approved
- Pickup, record and forward mail to the appropriate staff members
- Other duties as required

EVALUATIONS: This position shall be evaluated after 3 and 6 month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the United Native Friendship Centre's Child Care Centre.

Employee Name:		
Employee Signature:		Date: