



**Receptionist 082-23-2**  
**Human Resources, Central Administration**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 31, 2023**, for the Receptionist with Human Resources, Central Administration Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Receptionist reports to and works under the direction and supervision of the Manager of Human Resources. The Receptionist works to assist the Manager of Human Resources in the performance of statutory and operational services related to the Human Resources Department within the policies and procedures established by the Six Nations of the Grand River organization.

<b>Type</b>	Full Time
<b>Closing Date</b>	May 31, 2023
<b>Term</b>	Permanent
<b>Hours of Work</b>	35 hours per week
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Certificate or Diploma in an Office Administrative Program AND one (1) year of related work experience is preferred OR
- Grade 12 graduate (or equivalent) AND two (2) years of related work experience in an administrative setting.
- Must have Microsoft Word, Excel and a working knowledge of Data Base Software
- Minimum typing/keyboarding speed of 40 wpm.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Receptionist – Full Time – 082-23-2**

c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0



## HUMAN RESOURCES POSITION DESCRIPTION

**POSITION TITLE:** Receptionist

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Manager of Human Resources.

**PURPOSE AND SCOPE OF POSITION:**

To assist the Manager of Human Resources in the performance of statutory and operational services related to the Human Resources Department within the policies and procedures established by the Six Nations of the Grand River organization.

**KEY DUTIES AND RESPONSIBILITIES:**

**1. Technical Functions:**

- Assist in the performance of Receptionist duties by greeting visitors and directing to the appropriate personnel within the Human Resources Department.
- Answering and directing calls to appropriate personnel within the Human Resources Department and other offices located within the organization.
- Log and track all visitors who enter and exit the Human Resources building.
- Provide clerical support to Human Resources staff as required by performing clerical duties and scheduling appointments.
- Provide on the job training as required to program placements, co-op and summer students.
- Create identification badges for new and existing employees.
- Update and maintain data entry on the Human Resources Management System (HRMS).

**2. Administrative Functions:**

- Maintain and update filing systems as required.
- Pick up daily mail at the Administration Building.
- Open and distribute incoming mail and other materials and coordinate the flow of information internally and with other departments within the organization.
- Assist other staff in the maintenance of incoming and outgoing mail.
- Order office supplies and maintain an inventory.
- Maintain, monitor and update the boardroom electronic and paper calendar.
- Monitor and call employees to sign their contracts/letter of offers and follow-up as required.
- Achieve and file employee personnel files as required.
- Arrange and monitor employee attendance for Employee Orientation.

### **3. Communications Functions:**

- Will communicate with all Six Nations of the Grand River Departments and respond efficiently and professionally to inquiries and provide appropriate information as it relates to the Human Resources Department.
- Develop and type clear, concise and accurate correspondence when transferring information to departments and/or Human Resources staff and Six Nations of the Grand River employees.
- Send and receive messages and documents using the fax machine and electronic mail.
- Coordinate the flow of information internally and with other departments and organizations as it pertains to Human Resources.
- Gather information using the internet.
- Contact employees to come in to Human Resources to sign applicable hiring documents.

### **4. Other Functions:**

- Assist in preparation of presentations.
- Perform the role of Recording Secretary for Human Resources staff meetings and other meetings as required.
- Perform other related duties as may be required by the Director and/or Manager and other Human Resources staff.

### **WORKING CONDITIONS:**

Work has a high degree of contact with employees within the Six Nations of the Grand River Organization.

Work has a high accuracy requirement and is subject to deadlines and interruptions. Must prioritize work.

### **WORKING RELATIONSHIPS:**

#### With the Manager of Human Resources

Receives direction, guidance and encouragement; discusses plans and priorities.

#### With other Departmental Staff

Provides information and assistance regarding their requests for information.

#### With other Staff

Courtesy, cooperation and teamwork with staff.

### **BASIC REQUIREMENTS:**

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## **KNOWLEDGE AND SKILLS:**

- Knowledge of basic office procedures; operation of basic office equipment.
- Self-motivated, ability to work with minimal supervision.
- Good organizational skills, good written and verbal communications skills.
- Ability to work with tact and discretion; high level of confidentiality.
- Must pass a criminal record check.

## **IMPACT OF ERROR:**

Errors in judgment and in the conduct of duties could lead to poor relations, confusion, and misinformation being given to staff, other departments and government agencies.

## **CONTROL:**

Guiding principles set by the Human Resources Department and Six Nations of the Grand River. Must work within the policies and procedures established by the Six Nations of the Grand River.