

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Pelican Falls Wellness Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

NNEC RECEPTIONIST, Sioux Lookout

The Receptionist provides secretarial and clerical support to the staff of the NNEC Administration Office. Services include, but are not limited to, reception, secretarial and record keeping duties. The Receptionist must function in a computerized environment and must be able to operate the switchboard with competence and professionalism. Must be able to operate voicemail, transcribe messages, answer electronic mail, and operate all office equipment and systems.

Qualifications

Grade 12, and previous experience in reception
Exceptional organizational skills while paying attention to detail.
Excellent communication skills both verbal and written.
Ability to prioritize and manage conflicting demands.
Ability to work individually as well as part of a team.
Word processing proficiency; experience with Microsoft
A cooperative attitude when working with First Nations, students, public and staff
A sensitivity to and understanding of First Nation culture and traditions

SALARY: Based on Education and Experience

**NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. These positions are open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnecc.on.ca