

# RELIEF Front-Desk Receptionist (On-Call Basis)



**RED ROCK  
INDIAN BAND**  
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## Summary

The Relief Front-Desk Receptionist is responsible for many clerical office duties. These include but aren't limited to; coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and scheduling venue bookings (Resource Centre, Boardroom, etc.). The Relief Front-Desk Receptionist will also be responsible for administrating company correspondence.

## Job Duties

- Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization.
- Take and record telephone, e-mail, or written message for staff members.
- Receive and distribute all forms of paper correspondence.
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Provide information to staff and/or clients about special activities.
- Ensure that the appropriate evacuation procedures are done in an emergency.
- Accept and monitor inbound shipments as necessary.

## Requirements

- High school diploma or GED, or an acceptable combination of education and experience.
- Can be available within 24 hours' notice.
- Strong knowledge of general office procedures.
- Able to write simple correspondence, including memos, letters, etc.
- Adjusts and is flexible to meet changing work needs and demands.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Superior telephone manners and strong interpersonal skills.
- Strong customer service orientation.

## Working Conditions

- Able to occasionally lift items as heavy as 50 lbs.
- Manual dexterity is required to use desktop computers and peripherals.

Interested applications should apply **as soon as possible**.

Resumes may be submitted via email to [jobs@rrib.ca](mailto:jobs@rrib.ca) OR

Submitted in person at the Band Office:

2 Gas Rd, Lake Helen ON  
ATTN: Chief & Council