



One Arrow First Nation Employment Opportunity

Receptionist (Full-time and Casual positions)

Position Summary:

The position of receptionist is the first point of contact for visitors and the public. This role is responsible for supporting the office with other administrative and clerical duties. The successful candidate is professional, approachable, and capable of managing multiple tasks efficiently while maintaining a welcoming environment for visitors and supporting the internal operations of the office.

Responsibilities/ Duties:

- Receive visitors at the front desk by greeting, directing and announcing them appropriately;
- Manage meeting room availability;
- Answer calls, take messages, and redirect calls professionally and respectfully;
- Sort, record and distribute incoming mail and prepare outgoing mail;
- Maintain the general filing system and file all correspondence;
- Use and maintain office equipment like facsimile machines, printers, photocopiers, and computers;
- Maintain inventory of office supplies and ordering as needed;
- Handle basic bookkeeping tasks like invoicing and submitting cheque requisitions for approval;
- Organize communication tasks, including social media;
- Create posters for events and announcements;
- Collaborate with other band staff and departments to coordinate services;
- Other duties as assigned.

Qualifications:

- Office Administration certification preferred;
- 1–2 years related work experience preferred; OR
- An equivalent combination of knowledge, training and work experience will be considered;
- Knowledge of general office procedures and standard office equipment;
- Good telephone communication etiquette;
- Organizational skills;
- Proficiency with office software such as Microsoft Office suite, Word and Excel;
- Efficient typing;
- Ability to maintain strict confidentiality

Other:

- As a condition of employment must provide:
 - A satisfactory and current Criminal Record Check, and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

To APPLY, please submit cover letter, resume and three professional references to:

Human Resources
Box 147, One Arrow, SK. S0K 5C0
Or Email: jobs@onearrow.ca

DEADLINE: October 21, 2026