

## COUCHICHIING FIRST NATION EMPLOYMENT OPPORTUNITY

### Casual Receptionist Couchiching First Nation



Couchiching First Nation is seeking a welcoming and organized Casual Receptionist to serve as the first point of contact for clients, community members, and guests. This crucial role involves office administration and community engagement, requiring a proactive individual with strong clerical and administrative skills.

Applicants must meet the following criteria:

- Post-secondary education in Business Administration or a related field is an asset.
- Previous experience in an administrative role.
- Excellent verbal and written communication skills.
- High level of attention to detail and accuracy.
- Proficient in Microsoft Office applications (Word, Excel, Outlook).
- Ability to manage multiple tasks and changing priorities in a fast-paced environment.
- Ability to work with minimal supervision and accept direction.
- Valid Ontario "G" Driver's License and clear Vulnerable Sector Check.
- A good understanding and respect for Couchiching First Nations culture, traditions, practices, and lifestyles is a must.
- Ability to speak or willingness to learn Ojibway is considered an asset.

Salary commensurate with education and experience. All applicants will be subject to a Criminal Record Check (with Vulnerable Section Query). Interested parties should apply in writing to:

**Deadline:** Open until filled.

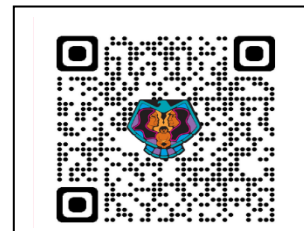
#### How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [recruitment@couchiching.ca](mailto:recruitment@couchiching.ca)

#### Postal mail, or in person at:

Human Resources: Couchiching First Nation  
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3



*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*