

## **EMPLOYMENT OPPORTUNITY**

### **Receptionist Trainee**

**Open to Batchewana First Nation members who are unemployed or underemployed. Applicants must meet one of the following criteria: be on an active Employment Insurance (EI) claim, have been on EI within the past three years, have established and been paid a claim for EI maternity or parental benefits within the past five (5) years, be on Social Assistance, or have no income.**

Term: 24 weeks

Salary: \$22.00/hour

Report to: Quality Assurance and Compliance Specialist

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### **Who We Are**

Shingwauk Teaching Lodge/Shingwauk Kinooaage Gamig, is committed to the restoration of the original spirit and intent of Chief Shingwauk, who envisioned a teaching wigwam where his people could acquire the necessary educational tools in modern society without compromising the values of our culture and traditions.

Reporting to the Quality Assurance and Compliance Specialist, the Receptionist Trainee will be the first point of contact for our students, clients, and visitors. This role is designed for individuals eager to learn and develop their administrative and customer service skills in a dynamic Indigenous learning environment. You will receive training and support to help you succeed in your role.

At Shingwauk Kinooaage Gamig, we pride ourselves on providing exceptional service and creating a welcoming environment for our clients and staff. We are looking for a motivated and enthusiastic Receptionist Trainee to join our team and grow with us.

### **Primary Responsibilities:**

- Greet and assist clients and visitors in a friendly and professional manner.
- Answer phone calls and direct them to the appropriate staff members.
- Manage scheduling and appointments using our internal systems.
- Maintain a clean and organized reception area.
- Assist with administrative tasks, including filing, data entry, and correspondence.
- Collaborate with team members to support office operations.
- Take inquiries and manage bookings for classroom and/or meeting room space.
- Handle incoming and outgoing mail.

Minimum Qualifications:

- High school diploma or equivalent; additional education is a plus.
  - Strong communication and interpersonal skills.
  - Ability to multitask and prioritize effectively.
  - Proficiency in basic computer applications (MS Office, email).
  - Proficiency in basic office equipment operation.
  - A positive attitude and a willingness to learn.
  - Working knowledge of Indigenous organizations.
  - Understanding of Indigenous protocols and practices.
  - Willingness to learn new skills.
  - Ability to speak Anishinaabemowin is an asset and a willingness to learn is encouraged.
  - Commitment to Shingwauk Kinooamaage Gamig values and principles, including the Seven Grandfather Teachings.
  - Vulnerable Police sector check is required.
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This position is based in Bawating (Sault Ste. Marie), Ontario. For any questions or full Job Description regarding this employment opportunity, please contact the Human Resources Administrator. Interested applicants can email their cover letter, resume, and 3 work related references by:

**DEADLINE:**

**Please Address the Email to: 7<sup>th</sup> April, 2025**

Human Resources Administrator: [careers@shingwauku.org](mailto:careers@shingwauku.org)  
Shingwauk Kinooamaage Gamig

**Subject: RECEPTIONIST TRAINEE**

**\*Preference will be given to Anishinaabe Applicants \***

**We would like to thank all applicants who apply.**

**However, only those selected for interview will be contacted.**