

Join Our Team!

## Receptionist/Administrative Assistant

**Full-Time | Permanent**

**Position:** Receptionist/Administrative Assistant

**Location:** Shingwauk Kinooaage Gamig (SKG) – Sault Ste. Marie, Ontario

**Employment Type:** Full-Time, Contract (35 hours/week)

**Reports To:** Associate Vice President, Campus Operations & Services

**Salary:** \$19 hourly

### About Shingwauk Kinooaage Gamig

Shingwauk Kinooaage Gamig (SKG) is an Indigenous-governed, First Nations–controlled post-secondary institution in Baawaating (Sault Ste. Marie), Ontario. Rooted in Anishinaabe values, SKG delivers accredited, community-based programs that advance language revitalization, cultural knowledge, and land-based learning in support of Indigenous self-determination and learner success. We are seeking a welcoming, organized, and detail-oriented individual to join our team as a Receptionist / Administrative Assistant.

### Position Summary

The Receptionist serves as the first point of contact for all visitors, students, staff, and community members. This role combines front-desk reception with essential administrative support functions to ensure the smooth day-to-day operations of the organization.

### Key Responsibilities

#### Reception & Front Desk

- Greet and welcome all visitors, students, and community members in a warm and professional manner.
- Answer and direct incoming telephone calls, emails, and general inquiries.
- Manage the front desk area, ensuring it is organized, presentable, and inviting.
- Receive and distribute incoming mail, packages, and deliveries.
- Maintain visitor logs and issue visitor passes as required.

#### Administrative Support

- Provide administrative assistance to management and program staff as needed.
- Prepare, format, and proofread correspondence, memos, reports, and other documents.
- Maintain and organize electronic and physical filing systems.
- Schedule and coordinate meetings, appointments, and events; prepare meeting materials.
- Order and manage office supplies and inventory.
- Process and track invoices, expense forms, and other financial documents for submission.

- Assist with data entry and maintenance of organizational databases and records.
- Support the planning and coordination of community events and gatherings.
- Perform other administrative duties as assigned.

## Qualifications & Requirements

### Required

- Completion of a post-secondary diploma or certificate in Office Administration, Business Administration, or a related field - OR equivalent combination of education and experience
- Minimum 1–2 years of experience in a receptionist, administrative, or office support role
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Strong written and verbal communication skills
- Excellent organizational skills with the ability to prioritize and manage multiple tasks
- Professional, courteous, and welcoming demeanor
- Ability to maintain confidentiality and handle sensitive information with discretion
- Valid driver's license and access to reliable transportation
- Clear Criminal Record Check (required prior to start)

### Assets

- Knowledge of and respect for Anishinaabe culture, traditions, and values
- Ability to speak or willingness to learn Anishinaabemowin
- Familiarity with post-secondary or educational environments

## What We Offer

- A culturally grounded, Indigenous-governed post-secondary environment rooted in Anishinaabe values and relational accountability
- A collaborative and community-centered workplace where your voice and creativity directly shape institutional growth
- Professional development opportunities within a growing Indigenous Institute

## How to Apply

Interested applicants are invited to submit a cover letter, résumé, and three (3) professional references in a single PDF or Word document to:

**Human Resources** | Shingwauk Kinoomaage Gamig

Email: [careers@shingwauku.org](mailto:careers@shingwauku.org)

*Please include "Receptionist" in the subject line.*

**Application Deadline: Open until filled. We encourage early application.**

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*Shingwauk Kinoomaage Gamig is committed to employment equity. Indigenous applicants are strongly encouraged to apply.*