

Long Lake #58 First Nation

**209 Otter Street
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Job Posting: Receptionist

Long Lake #58 First Nation Full-Time Position Internal Posting

About Long Lake #58 First Nation

Long Lake #58 First Nation is a vibrant and growing community dedicated to delivering high-quality programs and services to its members. We are seeking a friendly, organized, and community-minded individual to join our administration team as a receptionist. This role is essential in creating a welcoming environment and supporting the daily operations of the office.

Position Summary

The Receptionist serves as the first point of contact for community members, visitors, and partners. This role is responsible for managing front-desk operations, providing administrative support, and ensuring smooth communication throughout the organization.

Key Responsibilities

- Greet visitors and community members in a warm, professional manner
- Answer and direct incoming phone calls
- Manage incoming and outgoing mail, deliveries, and correspondence
- Maintain a clean, organized, and welcoming reception area
- Provide administrative support such as filing, photocopying, scanning, and data entry
- Assist with scheduling appointments, meetings, and boardroom bookings
- Support staff with general office tasks as needed
- Uphold confidentiality and follow all organizational policies and procedures

Qualifications

- High school diploma or equivalent
- Previous experience in reception or administrative support is an asset
- Strong communication and interpersonal skills
- Ability to multitask and manage time effectively
- Proficiency with computers, office software, and phone systems
- Reliable, punctual, and able to work independently and as part of a team
- Knowledge of Long Lake #58 First Nation, its programs, and community values is an asset
- Willingness to participate in ongoing training and professional development

Personal Attributes

- Friendly, respectful, and community-oriented
- Strong attention to detail
- Professional and dependable
- Comfortable working in a fast-paced environment
- Committed to maintaining confidentiality and professionalism

Working Conditions

- Full-time, on-site position
- Standard office hours, with occasional flexibility as required
- Front-facing role requiring regular interaction with community members

How to Apply

This position is **open internally to Long Lake #58 First Nation employees for a period of two (2) weeks.**

Interested internal applicants are invited to submit:

- A cover letter
- A current resume
- Three professional references

Submit applications to: Careers@longlake58fn.ca

Internal Posting Period:

- **Opening Date:** January 19, 2026
- **Closing Date:** February 2, 2026