

# Long Lake #58 First Nation

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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](mailto:Careers@longlake58fn.ca)

**Internal Posting Period:**

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