

Long Lake #58 First Nation

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EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

RECEPTIONIST/CUSTODIAN

Long Lake #58 First Nation is currently seeking a Receptionist/Custodian (50%/50% time distribution). This combined position is responsible for providing front-desk reception, basic administrative support, and general custodian services. The successful candidate will help ensure the office is welcoming, organized, clean, and safe for staff, clients, community members, and visitors.

Duties and Responsibilities

- Greet clients, visitors, community members, and staff in a respectful and professional manner.
- Answer telephone calls, take messages, and direct calls to the appropriate person or department.
- Respond to general inquiries and provide basic information as appropriate.
- Assist with scheduling appointments and confirming meetings, as directed.
- Receive, sort, and distribute mail, faxes, documents, and deliveries.
- Assist with photocopying, scanning, filing, and basic data entry.
- Maintain the reception area in a clean, organized, and welcoming condition.
- Maintain confidentiality regarding clients, staff, visitors, and workplace matters.
- Notify appropriate staff when visitors or clients arrive for appointments.
- Clean offices, reception areas, hallways, meeting rooms, washrooms, kitchen areas, and other assigned spaces.
- Sweep, mop, vacuum, dust, and empty garbage and recycling as required.
- Clean and disinfect commonly touched surfaces, counters, tables, door handles, and other shared areas.
- Restock washroom, kitchen, and cleaning supplies as required.
- Monitor cleaning supplies and advise the supervisor when supplies need to be ordered.
- Ensure entrances, common areas, and workspaces are tidy and safe.
- Report maintenance issues, safety concerns, or damaged property to the supervisor.
- Follow workplace health and safety procedures, including safe use and storage of cleaning products.
- Perform all other related duties, as assigned.

Accountability

The Receptionist/Custodian is accountable to, and is under the day-to-day supervision of, the Ontario Works Manager.

Education and Skill Requirements

Education and Experience

- Previous reception, office, janitorial, cleaning, or customer service experience is considered an asset.

Desirable Skills

- Positive attitude and excellent customer service skills.
- Respectful and professional communication skills.
- Ability to maintain confidentiality.
- Good organizational skills and ability to follow daily routines.
- Basic computer, telephone, email, and office equipment skills.
- Ability to complete cleaning and janitorial tasks safely and effectively.
- Reliable, punctual, and dependable.
- Ability to work independently and follow direction.
- Ability to manage both reception and janitorial duties during the workday.

Location: Long Lake #58 First Nation

Rate of Pay: \$19.00 per hour

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED