One Arrow First Nation
Employment Opportunity

Receptionist (Full-Time and Casual Positions)

Position Summary

The Receptionist is the first point of contact for visitors and the public. This role is responsible for supporting the office with administrative and clerical duties. The successful candidate will be professional, approachable, and capable of managing multiple tasks efficiently while maintaining a welcoming environment for visitors and supporting the internal operations of the office.

Responsibilities and Duties

- Receive visitors at the front desk by greeting, directing, and announcing them appropriately.
- Manage meeting room availability.
- Answer telephone calls, take messages, and redirect calls professionally and respectfully.
- Sort, record, and distribute incoming mail and prepare outgoing mail.
- Maintain the general filing system and file all correspondence.
- Use and maintain office equipment such as facsimile machines, printers, photocopiers, and computers.
- Maintain inventory of office supplies and order supplies as needed.
- Handle basic bookkeeping tasks, including invoicing and submitting cheque requisitions for approval.
- Organize communication activities, including social media.
- Create posters for events and announcements.
- Collaborate with other band staff and departments to coordinate services.
- Perform other duties as assigned.

Qualifications

- Office Administration certification preferred.
- One to two years of related work experience preferred; **or**
- An equivalent combination of knowledge, training, and work experience will be considered.
- Knowledge of general office procedures and standard office equipment.
- Good telephone communication etiquette.
- Strong organizational skills.
- Proficiency with Microsoft Office applications, including Word and Excel.
- Efficient typing skills.
- Ability to maintain strict confidentiality.

Other Requirements

As a condition of employment, applicants must provide:

- A satisfactory and current Criminal Record Check.
- Compliance with the Fit for Duty Policy and participation in mandatory pre-employment drug and alcohol testing.

To APPLY, please submit cover letter, resume and three professional references to:

Human Resources
Box 174, One Arrow, SK. S0k 5C0
Or Email: Jobs@onearrow.ca

DEADLINE: November 24, 2026