



*Matachewan First Nation*  
**P.O. Box 160, MATACHEWAN, ONTARIO P0K 1M0**  
**(705) 565-2230 FAX (705) 565-2585**

## **Job Opportunity** **Secretary/Receptionist**

Matachewan First Nation is seeking a full time individual to carry out the duties and responsibilities of a Secretary/Receptionist. The Secretary/Receptionist is responsible for providing general Secretarial/Receptionist duties for Matachewan First Nation under the direct supervision of the Band Manager

Duties/Responsibilities include but are not limited to:

- Greeting individuals who come into the office and assist them with any requests or inquiries and forward to the appropriate personnel
- Provide support to other staff when able or requested.
- Answer incoming phone calls, directing them as appropriate
- Record incoming mail and forward to Band Manager
- Prepare Council packages for Chief/Council & Band Manager in preparation for Council and other meetings
- Record and transcribe various meeting minutes
- Coordinate meetings and travel for Chief & Council
- Inventory and maintain all office equipment and supplies

**Closes: May 26, 2023**

If you are interested in this position, please send your resume along with 3 work related references to:

Email: [bandmanager@mfnrez.ca](mailto:bandmanager@mfnrez.ca)

Fax: (705)565-2585

Mail: P.O. Box 160, Matachewan, ON, P0J 1M0