



## **EMPLOYMENT OPPORTUNITY**

### **Canadian Council for Aboriginal Business (CCAB)**

#### **Receptionist**

CCAB invites applications for the full time position of receptionist. If you are hardworking, creative and a career oriented individual that is committed to working for the benefit of the Aboriginal community – we want to hear from you.

CCAB is a national nonprofit charitable organization founded in 1984, which is committed to the full time participation of Aboriginal peoples in the Canadian economy. CCAB offers knowledge resources and programs to both business Canada and the Aboriginal owned member companies to help foster relationships and economic opportunity in Canada.

Reporting to the Executive Assistant, the Receptionist will be responsible for the administration of the office and will enjoy the administrative challenges of supporting a small office of diverse people and programs in a fast paced environment.

#### **Duties and Responsibilities**

- Handling the mail, fax, couriers, photocopying, telephone and email; directing inquiries to the appropriate staff member;
- Opening, date stamping and tracking all general correspondence received;
- Being the administrator for our internal content management systems. This includes managing and maintaining accurate information using in-house database;
- Receiving, responding, directing and relaying all email messages from our general info site;
- Maintaining an adequate inventory of office supplies and order accordingly;
- Providing administrative support as needed;
- Greeting and assisting any visitors to the office;
- Ensuring the maintenance of common spaces to ensure that the office runs smoothly;
- Minute taking for staff meetings and coordinating small office events;
- Conducting monthly Health and Safety checks in the office;
- Assisting with other duties as assigned.

## Qualifications

- Post-secondary diploma/degree or relevant work experience;
- Minimum 1-2 years of job related experience;
- Excellent written and verbal communication skills;
- High proficiency with Microsoft Office and excellent computer skills;
- Previous knowledge or experience with content management systems would be preferred;
- Effective interpersonal skills, a collaborative working style with the ability to work independently;
- Exceptional customer service skills;
- Good judgement, discretion, tact and the ability to work easily with senior leaders within the charitable, government or business sectors;
- Established connections within the Aboriginal business community and non-profit is an asset;

## Compensation

This is a full-time contract position commencing on immediately – March 31, 2019, with hours from 9am – 5 pm, Monday through Friday at the rate of \$18 per hour (plus 4% vacation).

Those qualified are asked to submit a cover letter with a resume, outlining experience and suitability for the position to [hr@ccab.com](mailto:hr@ccab.com). **The position is open until filled.**

Those with Aboriginal descent are encouraged to apply.

Information regarding CCAB is available at [www.ccab.com](http://www.ccab.com)

We thank all applicants in advance however only those invited to be interviewed will be contacted. **Please no telephone calls.**