



MUSHKEGOWUK COUNCIL

Mushkegowuk Council is dedicated to providing quality equitable and accessible support and advisory services to respond to and meet the social, economic, cultural, educational, spiritual, and political needs of first nations, thereby improving the quality of life of our people

EMPLOYMENT OPPORTUNITY

POSITION: Medical Receptionist
DEPARTMENT: Health
COMPETITION #: 2025-017
LOCATION: Timmins
TERM: Full-Time
CLOSING DATE: April 7, 2025 at 4pm EST

POSITION SUMMARY

Under the direct supervision of Primary Care Manager, we are looking for a friendly, informative, and welcoming receptionist to join our growing organization. As a receptionist, you will always serve as a positive first impression of the organization, while handling the daily responsibilities of a receptionist with efficiency and ease. You will answer inquiries, provide information to clients and visitors, and maintain an organized front desk.

REQUIREMENTS

- High school diploma or equivalent; post secondary diploma in Office Administration or combination of education and experience preferred.
- Two (2) years experience in an administrative role.
- Prior experience handling receptionist responsibilities; experience in customer service or related field.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Highly organized multitasker who works well in a fast-paced environment
- Excellent time management, written and verbal communications skills
- Ability to work independently and as part of a team.
- Attention to detail and high level of accuracy.
- Knowledge of the history, culture, teachings, protocols, and ceremonies of the Mushkegowuk people
- Willingness to learn and to grow with the organization.
- Ability to speak Cree an asset.
- Good time management skills.
- Willing to be trained in PSS/EMR system

WHY JOIN OUR TEAM

Mushkegowuk Council offers a competitive compensation package, as well as a cohesive work environment and opportunities for development.

- ✓ Health and Dental Benefits
- ✓ Employee and Family Assistance Program
- ✓ Matched Pension Contributions
- ✓ Generous Vacation and Leave Entitlements

ADDITIONAL INFORMATION

Full vaccination against COVID-19 is mandatory for this position and operation (the Council will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

HOW TO JOIN OUR TEAM

SUBMIT RESUME AND THREE (3) RECENT WORK REFERENCES with their phone numbers and e-mail addresses, quoting **Competition #2025-017** no later than **4:00 PM on April 7, 2025** to:

Human Resources Department
MUSHKEGOWUK COUNCIL
PO Box 370
Moose Factory, ON P0L 1W0

Resumes can be emailed to: jobs@mushkegowuk.ca or faxed to 705-658-2293

We thank all applicants for their interest, however only selected candidates will be contacted for an interview. If you have any accessibility or special requirements, please let us know and we will do our utmost to accommodate, in accordance with applicable legislation.

March 24, 2025

**Attawapiskat
First Nation**

**Kashechewan
First Nation**

**Fort Albany
First Nation**

**Moose Cree
First Nation**

**Taykwa
Tagamou
Nation**

**Chapleau Cree
First Nation**

**Missanabie
Cree
First Nation**