



Employment Opportunity

Position: **Reception and Administrative Support**

Status: Full-time Contract

Opening Date: September 12, 2025

Location: Thunder Bay, ON

Posting Reference #: NTC-2025 - 19

Contract End Date: March 27, 2026

Closing Date: September 26, 2025

Salary will commensurate with experience

Join **Nokiiwin Tribal Council**, a dynamic and rapidly expanding non-profit organization committed to fostering growth and prosperity in collaboration with our five member First Nations. If you're passionate about making a positive impact in areas such as, governance, health and safety, finance, access to justice, economic development, community planning, technical, and education services, we invite you to explore exciting opportunities with us. Learn more about our mission and vision at www.nokiiwin.com and be a part of a meaningful journey towards community empowerment and unity.

We require an experienced, knowledgeable, and motivated **Reception and Administrative Support** professional. Reporting to the **Executive Director**, this role is the first point of contact for Nokiiwin Tribal Council, serving as the welcoming face and voice of the organization.

Summary of Duties

- Serve as the first point of contact for visitors, callers, and community members, ensuring a professional and welcoming experience.
- Answer and direct incoming phone calls and emails promptly and courteously.
- Maintain a clean, organized, and inviting reception area.
- Order and maintain office supplies and manage inventory.
- Coordinate meeting room and organizational vehicle usage.
- Provide clerical support including data entry, filing, and document preparation.
- Assist with scheduling, meeting preparation, and internal communications.
- Support the Executive Assistant with minute-taking, event coordination, and presentation materials.
- Handle incoming and outgoing mail and courier deliveries.
- Always maintain confidentiality of sensitive information.

Preferred Qualifications

- Post-secondary education in Office Administration, Business, or related field (or equivalent experience).
- 1-3 years of administrative or reception experience preferred.
- Strong organizational and time-management skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Professional, courteous, and client-focused approach.
- Valid "G" Ontario Driver's License and access to a reliable vehicle on an occasional basis.
- Ability to work flexible hours when required.
- Clear Criminal Records Check satisfactory to the Employer.

Candidates must reside within the city of Thunder Bay.

Ready to make a difference?

Apply today and become part of our dynamic team!

Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references including your immediate Manager or Supervisor by:

4:00 p.m. Friday September 26, 2025

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.