



Taykwa Tagamou Nation

RR#2, Box 3310
Cochrane, Ontario
P0L 1C0

Telephone: (705) 272-5766

Fax: (705) 272-5785

www.taykwatagamou.com

Employment Opportunity

Front Desk Receptionist

Location: *Taykwa Tagamou Nation*

Reports to: *Executive Director*

About the Role

Taykwa Tagamou Nation is seeking a highly motivated, confident, organized professional individual to provide administrative support to the administrative team in a variety of roles to help ensure the office is running in an efficient and organized manner. Must be detailed orientated, have good work ethic, be a team player, and be able to work in fast-paced environment.

Responsibilities

- Greet visitors, answer questions and direct them to appropriate staff
- Manage correspondence — prepare, process, proofread, and distribute documents
- Screen mail and phone calls and respond to inquiries
- Organize and maintain files (electronic and paper) and databases
- Provides administrative support, including preparing and processing a variety of correspondence, proofreading documents, screening mail and telephone queries, organizing and maintaining electronic and paper files, distributing information, and maintaining inventory systems;
- Uses a variety of software including electronic mail, graphics, spreadsheet, and departmental information systems to produce and distribute correspondence, summaries, and/or reports, set up address lists, and maintain records and databases.
- Maintain office supplies and inventory
- Operate office equipment and software (email, Microsoft Office, spreadsheets, departmental systems)
- Maintain a clean and tidy environment in the reception area and office area
- Perform additional duties as assigned

Qualifications

- High school diploma; Office Administration certificate is an asset
- Receptionist/Secretary experience is an asset but not required
- Advanced proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Core Competencies:
 - Strong written and verbal communication
 - Excellent time management and multitasking abilities
 - Ability to prioritize and work independently with minimal supervision
 - Collaborative team player with confidentiality awareness
- Other Requirements:
 - Valid Class G driver's license
 - Willingness to work flexible hours and travel as needed
 - Dependable and reliable
- Cree language skills are an asset

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

How to apply:

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

By email: resumes@taykwatagamou.com

By Fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

**Deadline to submit application:
September 29, 2026**

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

Posted: September 14, 2026