
Career Opportunity

Internal/External



Tungasuvvingat Inuit

Receptionist

Part-time, Term position until December 31, 2022

Open to Inuit candidates only

It is the mission of Tungasuvvingat Inuit (TI) to provide Inuit-specific programs that contribute to the health and wellbeing of Inuit, and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development, and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

TI is searching for a candidate to work on a part-time basis as the Receptionist at TI's main office located at 1071 Richmond Road in Ottawa, Ontario. The successful incumbent will be the first point of contact for employees, incoming callers, visitors, deliveries, vendors, and service/maintenance contractors with the duty to direct individuals to the appropriate staff and assist in the overall administrative and operational support of TI.

Key responsibilities of the position also include:

- Greeting visitors and answering calls in a welcoming and professional manner and connecting them to the appropriate staff person or program;
- Monitoring the TI's general email account and forwarding messages to staff;
- Accepting/redirecting mail and distributing as required;
- Maintaining a log of all incoming/outgoing mail and all courier transactions;
- Managing courier and shipping accounts;
- Managing staff in/out schedules;
- Scheduling building and service calls;
- Helping with general office administration tasks (filing, copying, faxing, etc.);
- Managing office equipment and user manual/service manuals;
- Working in a manner that preserves confidentiality and seeks to minimize risks for clients, employees, and the organization;
- Assisting HR and Operations with onboarding and offboarding employees; and
- Acting as the first line of screening for security purposes.

Qualifications

The ideal candidate will understand office and administrative processes and Inuit culture, values, Inuit Qaujimagajatuqangit and traditional practices.

Excellent interpersonal and communication skills, computer literacy skills, and organizational skills are necessary.

The ability to work independently with a strong sense of focus, function effectively in a busy work environment, and have a commitment to a customer service-centered approach when working with the

public, clients and staff are all requirements of the position.

Diploma or certificate in office administration or similar is preferred. Two years' experience in a reception or a general office role is required. Previous experience working in a social services environment is an asset. Fluency in English and Inuktitut is required.

A combination of related education and experience may be accepted.

Salary and Benefits

- TI offers a competitive compensation package.
- TI provides a 24/7 confidential Employee and Family Assistance Plan.

Deadline for applications is July 29th, 2022.

To apply, please submit your resume and cover letter to careers@tiontario.ca.

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The successful candidate for this position will be required to obtain a criminal records check with results that are acceptable to TI.

Interested candidates are encouraged to visit our website at www.tiontario.ca to learn more about our programs and services.

Accommodations for applicants with disabilities is available upon request.

TI's main office is located at 1071 Richmond Road, Ottawa ON which is conveniently located close to walking and biking trails, and all major transportation access points. It is close to major amenities including gyms, malls, and restaurants. Parking is free on the premise.

We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.