Hamilton Regional Indian Centre
Employment Opportunity
Closes: posted until filled

The Hamilton Regional Indian Centre is currently accepting applications to fill a full-time position vacancy of **Receptionist**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers and. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

The Receptionist, under the direction of the Executive Director or designate, is responsible for a wide variety of clerical office duties supporting HRIC administration. This includes coordinating and communicating office activities, greeting visitors, distribute in/out bound mail, and answering and referring inbound telephone calls. This position will act as the first point of contact and provide general information to staff, clients, and the public.

The Receptionist must posses the ability to adapt to new technology and the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

QUALIFICATIONS:

- Secondary School Diploma or related equivalent education and/or experience, skills, and abilities as determined by the Executive Director;
- Two (2) years of experience in an administrative or customer service role;
- Superior telephone manners and strong interpersonal skills;
- Knowledge of office supplies, equipment, and/or services ordering, as well as inventory control of these items;
- Strong analytical and critical thinking skills;
- Ability to demonstrate positive role modelling by consistently embodying behaviours that reflect the organizations values and principles;
- Knowledge and understanding of all HRIC program supports and services;
- Strong knowledge and awareness of Indigenous culture and history;
- Demonstrated ability to build and maintain lasting working relationships;
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment;
- First Aid/CPR certification is an asset; and.
- Satisfactory Criminal Record with Vulnerable Sector Check.

HOURS OF OPERATION: Monday to Friday 8am to 8pm (8-hour shift within these hours of operation), occasional evenings/weekends

SALARY RANGE: $44,763.00-$48,760.00 per annum

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The HRIC is a highly flexible organization offering additional compensation in accordance with current policies. This includes 7 paid personal emergency days, 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid vacation, paid shutdown over the winter holiday week, and a group benefits program. HRIC employee group benefits program has mandatory enrollment for full-time permanent employees; eligible employees will be able to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing an inclusive and accessible work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Human Rights Code. As such, we will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, we will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of the Indigenous people of Turtle Island, HRIC shall give preference to Indigenous people of Turtle Island who possess the requisite skill sets and experience.

Artificial intelligence is not used by HRIC to screen, assess, or select applicants for this role.

Interested candidates are encouraged to submit their cover letter, resume, and 3 employment references to jobs@hric.ca or in an envelope marked **CONFIDENTIAL** to:

Human Resources
Hamilton Regional Indian Centre
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7
FAX: 905-548-0024