



# EMPLOYMENT OPPORTUNITY

No. K25-02-IEE

External Posting

## Secretary - Receptionist

### KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS,

At Kiuna, our objective is to democratize access to post-secondary education for First Nations members. Our college has earned a reputation for its culturally adapted services and unique environment where programs, student services, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

**Employment Status :** Regular

**Hours/week:** 37,5 in winter and 28 in summer

**Workplace:** Kiuna, 1205, route Marie-Victorin, Odanak (Québec) J0G 1H0

*This position is an on-site/in-person employment.*

**Start date:** March 1<sup>st</sup>, 2025

**Annual Salary:** Between 46 110 \$ and 61 223 \$ in accordance with the salary grid of the FNEC and Kiuna.

#### Position Summary:

Our team is looking for a **secretary-receptionist** who will play an essential role in the operations of our College Study Centre. As the first contact for our clientele, he/she will be responsible for relaying friendly greetings, for providing accurate information, for the transmission of messages and facilitate secure access. A true pillar in administrative support for the administrative and pedagogical team, the person will also be in charge of office supplies and logistics: material resources, orders, inventories and related invoicing. He/she will provide suggestions to his/her supervisor and contacts suppliers related to his/her department.

He/she will make sure to greet customers and the team positively, and performs all tasks related to his/her position with a high degree of professionalism.

#### Reporting to the Assistant Director, he/she will:

- Greet students and visitors.
- Respond to inquiries about Kiuna and the study programs, and direct requests to the proper parties.
- Assist in maintaining the attendance register and filing absence and leave request forms.
- Manage communications received by telephone, e-mail and mail, redirecting correspondence to the appropriate people and following up when necessary.
- Support the organization of team meetings, special events and interviews.
- Manage the telephone system: voice mail, long-distance calls, messages, breakdowns, etc., and the printer.
- Draft, format and revise letters.
- File administrative documents and correspondence according to the filing system in place and ensure their accessibility.
- In accordance with instructions received, ensure day-to-day operations with respect to logistics and material resources: make purchases authorized by management that are necessary for the smooth running of the College, receive and verify merchandise, have invoices authorized and cheques issued, all in compliance with the purchasing policy in effect and budget availability.
- Maintains the telephone list associated with the emergency plan/measures.

#### Reporting to the Organizational and Educational Development Coordinator and Registrar:

- Support the team in the process of registering students and updating their records in the Clara software as needed.
- Draft, format and revise admission letters, minutes, etc.
- Produce graphs and flow charts.
- Participate in the production of attestations and scholarships.
- Any other work related to secretarial duties.

#### Requirements

- Possess a DEP in secretarial work or an AEC in administrative work, or any combination of equivalent training and experience are considered.
- Fluency in oral and written communication in the two languages officially recognized by the Government of Canada.
- Good knowledge of First Nations culture and realities.
- Knowledge of an ancestral language is an asset.
- Excellent proficiency in the Microsoft Office Suite (Word, Excel, Forms, One Note and PowerPoint).

## Work Conditions

We offer competitive working conditions: pension plan, paid days during Christmas Holidays , mobile cultural leave, three weeks' vacation per year, sick leave, choice of work schedule, summer schedule, *telemedicine under certain conditions*, residences available within walking distance, shuttle, work-family balance, etc.

**End of posting: February 17, 2025, 4:00 p.m.**

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC-member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

**To apply, please e-mail your application to [emplois@kiuna.ca](mailto:emplois@kiuna.ca)**

*We thank all applicants for your interest however, only selected candidates will be contacted for an interview.*

