



Niagara Regional Native Centre

382 Airport Road, Niagara on the Lake, Ontario, L0S 1J0
Phone: (905) 688-6484 Fax: (905) 688-4033

JOB POSTING

"Pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position will give preference to applicants who identify as a member of an Indigenous community (First Nations, Métis and Inuit peoples). Candidates from this group are invited to self-identify in their cover letter, transparently, as part of the application process."

POSTING DATE: JULY 18, 2025

CLOSING DATE: JULY 31, 2025 – 5 PM

POSITION:

Receptionist Trainee

HOURS:

Monday to Friday, 35 hours per week, 9 am – 5 pm
including 1 hr paid lunch

TERM:

One Year Training Contract

SUPERVISOR:

Executive Director

LOCATION:

Niagara-on-the-Lake, Ontario

SALARY: \$41,600.00

POSITION SUMMARY:

This is a 1-year training position for a receptionist involving training on the role, responsibilities & duties. This is the first point of business contact in person and over the phone. Candidate must be able to demonstrate abilities to assist others in the provision of information in a friendly and helpful manner and, required follow-up in a timely fashion. At times it may be required to assist Directors with administrative tasks such as photocopying, faxing, scheduling and other general administrative/office tasks as may be needed. Due to the nature of the position, candidate will be required to be time sensitive to be available to start working at 9 am each day.

REQUIREMENTS:

1. Must be in receipt of EI benefits or eligible for EI
2. Must be First Nation, Metis or Inuit
3. Vulnerable Screening will be required from the selected candidate
3. Must be in good standing with the Apatisiwin program
3. Must be between the ages of 18 – 35
4. No previous employment or experience providing reception duties in a business environment
5. Knowledge and ability to use Office Suite – Outlook and Word an asset
6. Good communication skills and ability to multi-task
7. Office attire – professional casual. No exercise or leisure clothing

Interested applicants are invited to submit a cover letter and resume package via email to:

human.resource@nrnc.ca or careers@nrnc.ca

Job Profile Available Upon Request

NRNC is committed to accessibility and accommodations to applicants throughout our hiring process. If you require accommodation, please request via email.