



Do you have excellent customer service and interpersonal skills?

NOW ACCEPTING APPLICATIONS

EMPLOYMENT OPPORTUNITY: RECEPTIONIST

CONTRACT TERM: 12 MONTHS

(Designation as a permanent position pending)

As the first point of contact for the police service, the Receptionist receives both general and emergency incoming calls for service by telephone and in-person. The Receptionist is also responsible for general clerical support duties.

- ◆ You will have knowledge and be respectful of Ojibwe customs, culture and language
- ◆ You will have excellent interpersonal skills, excellent communication skills, and an ability to handle requests and complaints in a professional manner
- ◆ You will have the ability to multi-task and have strong organizational skills
- ◆ You will have knowledge of Microsoft Office software applications, and have excellent word-processing skills
- ◆ You will have personal characteristics as integrity, trustworthiness, and generally be of good moral character to professionally represent the police service

Education:

- ◆ Minimum - Grade 12 Secondary School diploma

Hourly Rate

- ◆ Range \$12.00 - \$13.00 per hour (40 hours per week)

Other Important Information

- ◆ We value the safety of our workplace and the wellbeing of all employees. The Service has implemented a "Fit for Duty" Program (alcohol and drug testing), of which pre-employment testing is mandatory as a condition of employment
- ◆ A background investigation will be completed
- ◆ A probationary period will be in effect
- ◆ Valid drivers license is required

**Please send applications to:
Employment Opportunity: Receptionist
UCCM Anishnaabe Police Service
5926 Hwy 540, Box 332
M'Chigeeng, ON P0P 1G0**

Closing Date: March 4, 2010 4:00 PM

*Individuals of First Nation ancestry are encouraged to apply.
Preference will be given to UCCM member First Nation applicants.*

For more information about this employment opportunity please call 705.377.7135 (Bev or Kelly) or visit our website at www.uccmpolice.com

Miigwech in advance to all those who apply, only those selected for an interview will be contacted.