NORTH BAY INDIGENOUS FRIENDSHIP CENTRE

980 Cassells Street
North Bay, ON P1B 4A8
(705) 472-2811
(705) 472-5251
www.nbifc.org

JOB POSTING

(Internal/External posting)

ADMINISTRATIVE ASSISTANT/RECEPTIONIST

STATUS: Permanent, Full time (35 hours per week), 52 weeks. This is a vacant position.

SALARY: $42,622 - $54,964/year

POSITION SUMMARY: The Administrative Assistant/Receptionist answers and directs incoming phone calls, greets and directs visitors of the Centre to appropriate staff, processes and logs incoming correspondence and provides administrative assistance to the Executive Director.

ACCOUNTABILITY: The Administrative Assistant/Receptionist reports directly to the Executive Director.

QUALIFICATIONS

- Must be knowledgeable about the mandate of the North Bay Indigenous Friendship Centre
- Graduate from an Office Administration program or 3+ years of experience working in an office/administrative role
- Must be competent in MS-Word, Excel, and Outlook
- Excellent typing and proofreading skills
- Must have a strong attention to detail and accuracy
- Strong organization and multi-tasking skills
- Able to work well under pressure, meet and exceed deadlines and sometimes perform "rush orders"
- Flexible in respect to working overtime hours when the workload requires it
- Adaptable to changes in processes and orders
- Willingness to learn new computer systems
- Able to work alone with little supervision
- Ability to speak Ojibway or Cree would be an asset.
- Driver's license with a clean driver abstract and access to a reliable vehicle an asset

We thank all interested individuals; however, only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of Indigenous descent will be given preference.

Submit a cover letter, resume and three (3) references by 4:30 p.m. on Wednesday, November 18, 2026:

Human Resources Manager
980 Cassells Street
NORTH BAY, ON P1B 4A8
Or via Email: hrc@nbifc.org

Posted November 4, 2026