



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Woodland Wellness Centre is inviting applications for the following positions based out of the **Administration** Department in **La Ronge, SK**:

Receptionist

Casual

The suitable candidate will be able to perform the following duties:

- General office secretarial/receptionist duties including directing of calls and dealing with general inquiries from the public;
- Providing administrative support as required: typing, photocopying, faxing, sorting/routing mail, and composing and preparing letters from general instructions.

The suitable candidate will possess the following qualifications:

- Grade 12 diploma;
- Training in Office Administration/Office Education (related training and experience may be considered);
- Experience in Secretarial/Receptionist duties;
- Strong background in computers is essential;
- Excellent verbal and written communication skills;
- Proven interpersonal and organizational skills;
- Punctual and reliable;
- Ability to speak Cree is a definite asset;
- **Must** provide a satisfactory Criminal Record Check and Vulnerable Sector Check.

Date of Posting: July 17, 2026

Deadline: Until Suitable Candidate is Found

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office
Woodland Wellness Centre
Box 850
Air Ronge, SK. S0J 3G0

Phone: 306-425-9109
Fax: (306) 425-9108
E-mail: hrinfo@woodlandwellness.ca
Website : <https://llrib.com/llrib-jobs/>

NOTE: Please be advised applications received without the proper documentation shall not be considered. In the cover letter, please indicate permission to contact references. Your references **MUST be people who you reported to and had direct supervisory authority over you. Also, please provide your Criminal Record/Vulnerable Sector Check and Driver's Abstract with your application.**

- Telephone interviews will not be granted. However, an interview via Teams may be granted.
- LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted.
- Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.