



Competition No.: **2023-125**
Position: **Receptionist**
Salary: **AY2 Pay Scale: \$37,670.58- \$42,703.97**
Conditions: **Evening schedule 4:30 pm to 8:30 pm**
Department: **Administration**
Location: **472 Notre Dame Avenue (Winnipeg)**
Closing Date: **November 21, 2023**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**

RESPONSIBILITIES:

- Carries out prescribed procedures for opening and closing of the office.
- Greeting the public; receiving/screening visitors; assisting visitors courteously and promptly; directing visitors as appropriate
- Answering telephone calls; operating switchboard by answering, screening, and forwarding calls to appropriate parties, and recording/relaying messages from the answering service and recording/relaying messages from then answering service
- Daily and Weekly tracking of attendance and time off requests
- Supervision of cleaning staff, ensures materials are purchased and stocked.
- Processing daily mail; sorting, processing, and routing incoming mail; maintaining a log of all incoming and outgoing mail
- Performing clerical duties
- Scheduling and confirming appointments
- Maintaining and updating filing, labeling, copying, and retrieving documents
- Word processing of reports, forms, correspondence, file recordings, minutes, data input, etc.
- Operating fax, photocopier, computer, shredder, etc.
- Assisting with typing, filing, photocopying
- Other duties as assigned

QUALIFICATIONS:

- High School Graduate
- Post-Secondary education and/or training would be an asset
- Ability to work independently and in a multi-disciplinary team
- Proficiency with MS Office, Word Excel, and PowerPoint
- Excellent oral and written communication skills are a necessity
- Ability to speak Ojibwe is an asset
- Satisfactory Criminal Record Check, Child Abuse Registry Check and Prior Contact Check

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

**Berens River First Nation - Black River First Nation - Bloodvein First Nation – Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation**