



Competition No.:	<b>2025-018</b>
Position:	<b>Receptionist</b>
Classification:	<b>AY2 Pay Scale: \$36,207.78 - \$41,045.72</b>
Conditions:	<ul style="list-style-type: none"><li>• Permanent Full-Time (Unionized)</li><li>• An Eligibility List may be established for future openings</li><li>• Preference will be given to internal candidates</li></ul>
Department:	<b>Administration</b>
Location:	<b>1410 Mountain Ave, Winnipeg</b>
Closing Date:	<b>March 24, 2025</b>
How to Apply:	<b>Email: <a href="mailto:hr@secfs.ca">hr@secfs.ca</a> Fax: 204-594-0499</b>

***Vision - Mino Pimatiziwin***

*Living a good life for our children, families and communities now and for our future*

***Mission-*** Southeast Child and Family Services supports the children, families, and communities with providing respectful, caring, and supportive preventative and protection services to promote the well-being and safety of the children, families, and communities.

**Position Overview-** The Receptionist is responsible for ensuring the smooth operation of the office by performing a variety of administrative and clerical tasks. This position requires excellent organizational skills, attention to detail, and the ability to handle multiple tasks efficiently. The ideal candidate will have strong communication skills and a friendly, professional demeanor.

**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:**

- Grade 12 Diploma or GED.
- Ability to work independently and in a multi-disciplinary team.
- Proficiency with Microsoft Office (i.e., Word, Excel, and Outlook).
- Excellent verbal and written communication skills.
- Ability to speak Ojibwe is an asset.
- Demonstrated ability to deal effectively and courteously with families, children, and staff.
- Satisfactory Criminal Record; Child Abuse Registry; 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.***