



Competition No.: **2024-087**
Position: **Receptionist**
Classification: **AY2 Pay Scale: \$36,207.78 - \$41,045.72**

- Permanent Full-Time (Unionized)
- An Eligibility List may be established for future openings
- Preference will be given to internal candidates

Conditions:
Department: **Administration**
Location: **1410 Mountain Ave, Winnipeg**
Closing Date: **September 26, 2024**
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:

- 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.

**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**