

SAGKEENG CHILD & FAMILY SERVICES INC

***** NOW HIRING *****

Position: Receptionist
Position Type: 1 Year Term, Estimated End Date May 2019
Immediate Supervisor: Resource and Support Services Coordinator
Location: Sagkeeng Community Office
Salary Range: In accordance with the Provincial Salary Scale

Sagkeeng Child and Family Services is a First Nations CFS Agency who strives to recruit inspired, accountable and driven individuals to join our diverse talented team of professionals. If you are an individual that is looking to commit to a progressive environment, we want you to be a part of our team!

Key job duties (but not limited to):

- Greet and receive public.
- Offer assistance and direct people to the proper department and/ or staff member.
- Ensure the lobby, receptionist area and photocopier area are organized and clean.
- Answer the telephone in a courteous manner and ensure calls are directed to the proper staff.
- Maintain on-call kit for workers.
- Assist in the pick up and take out of daily mail when needed.
- Responsible for receiving/sending all faxes, and documenting accordingly.
- Order office supplies and coffee supplies.
- Ensure all offices on-site are locked and the alarms are set at the end of each day.
- Daily assigned receptionist duties/other duties as assigned.

Qualifications:

- Minimum Grade Twelve Diploma.
- Proven minimum of 1 (one) year secretarial/administrative experience.
- Proven use of oath of confidentiality in the workplace.
- Demonstrated ability to work in a team environment.
- Excellent interpersonal, verbal, written and organizational skills.
- Ability to speak and/or understand the Ojibway language is considered a definite asset.
- Valid class five driver's license and a reliable vehicle a definite must.

Qualified candidates will be required to undergo a criminal record check, child abuse registry check and a prior contact check as a condition of employment. Sagkeeng Community members and Indigenous candidates will be given preference and are encouraged to self-identify as being of Indigenous descent.

Resumes can be sent to: Michael Gabriel, Human Resources Manager

Mail: 85 Muir Road, Winnipeg MB. R2X 2X7 or P.O. Box 700, Pine Falls MB. R0E 1M0

Fax: (204) 949 1669; (204) 367 8510

Email: employment@sagkeengcfs.org

Deadline: Sunday April 15, 2018

We thank all who apply; however, only those selected for interviews will be contacted.