



Dakota Tiwahe Services Inc. Employment Opportunity

Job Title: Casual/On-call Front Desk Receptionist

Location: Sioux Valley Main and Administration office

Type: Casual/On-Call Front Desk Receptionist

Closing Date: Open until Filled

Competition Number: DTS2026

POSITION SUMMARY: The Front Desk Receptionist is responsible for ensuring the receptionist needs of the Dakota Tiwahe Services Main and Administration offices are met effectively and efficiently. Reports to the Executive Assistant.

KEY RESPONSIBILITIES:

- Politely answer and screen telephone calls, greets clients in a professional and courteous manner
- Ensuring all incoming and outgoing mail is reviewed, recorded and distributed to appropriate personnel
- As requested, schedules/coordinates meetings arrangements ensuring that appropriate space is booked
- Maintains an organized, clean and welcoming reception environment
- Respond and follow up with office supplies

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Good organizational, interpersonal and communication skills
- Good with computers and knowledge of Microsoft software
- Promotes a positive image of the Dakota Tiwahe Services
- A valid drivers license and access to a vehicle and willing to travel
- Demonstrated knowledge of the culture and traditions of Sioux Valley Dakota Nation
- Ability to speak the Dakota language would be an asset
- High School Diploma or equivalent, office administration experience
- A combination of relevant experience and/or training will be considered

How to apply: Submit Cover Letter, Resume and (3) three references, and indicating competition number to: Human Resources

PH: 204-855-2150 FAX: 204-855-2131

Email: HR@dakotatiwaheservices.com

Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

We thank all who apply but only those selected for an interview will be contacted. All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. First Nations are encouraged to self-identify of being First Nation descent.