



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](mailto: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.*