



Dakota Tiwahe Services Inc.

Employment Opportunity

Front Desk Receptionist

Full time Permanent

POSITION SUMMARY: The Receptionist is responsible for ensuring the secretarial/reception needs of the Dakota Tiwahe Services main office and are met effectively and efficiently. Responsible to the Administrative Assistant.

DUTIES:

- Answer and screen telephone calls, greet clients in a professional and courteous manner
- Will respond appropriately to hostile client ensuring the situation does not escalate.
- Ensures all incoming and outgoing mail is reviewed and distributed to appropriate personnel.
- Take messages accurately and ensures they are relayed to the appropriate person at the first opportunity.
- As requested, schedules/coordinates meetings arrangements ensuring that appropriate space is booked
- Records all outgoing mail
- Maintains an organized, clean and welcoming reception environment
- In conjunction with the Team Lead and Executive Admin Assistant coordinate weekly, monthly, and yearly activity schedule for DTS
- Other duties as deemed necessary

QUALIFICATIONS:

- High School Diploma or equivalent education, office administration/secretarial experience
- Proficient with computers and Microsoft software
- Good written and verbal communication skills
- Must be a team player, friendly and courteous
- Promotes a positive image of the agency
- Awareness of the Dakota language, practices, and culture
- Valid Driver's license
- Ability to provide a Satisfactory Criminal Record Check with Clear Vulnerable Sector Search, Clear Child Abuse Registry Check and Clear Adult Abuse Registry Check

APPLICATION DEADLINE:

Competition Number: 202345

Submit Cover Letter and Resumes indicating competition number to:

Human Resources Department

Sioux Valley Dakota Nation

P.O. BOX 38

Griswold, Manitoba R0M 0S0

PH: 204-855-2760 FAX: 204-855-2131

Email: hrapplications@svdngovernance.com