



Sioux Valley Dakota Nation
Employment Opportunity
Receptionist – Main School Gr.3-8
Full-time
Location: Sioux Valley School, MB



POSITION SUMMARY: Sioux Valley School is seeking a welcoming, organized, and professional **Receptionist** to serve as the first point of contact for students, families, staff, and visitors. The Receptionist plays an important role in creating a safe, positive, and inclusive school environment while providing efficient administrative and clerical support to the school office.

The successful candidate will demonstrate excellent communication and organizational skills, sound judgment, discretion, and the ability to work effectively with middle years students in a busy school setting.

DUTIES INCLUDE:

- Greet and assist students, parents/guardians, staff, visitors, and community members in a friendly and professional manner.
- Answer and direct incoming telephone calls, emails, and general inquiries.
- Maintain a welcoming, organized, and professional school office environment.
- Manage student sign-in/sign-out procedures and maintain accurate attendance and visitor records.
- Monitor the main entrance and follow school procedures related to visitor access and student safety.
- Provide routine clerical and administrative support to the principal, teachers, and school staff.
- Prepare, organize, photocopy, distribute, and file school documents, correspondence, forms, and other materials.
- Maintain accurate and confidential student and school records in accordance with school policies and privacy requirements.
- Receive and distribute mail, deliveries, and other communications.
- Assist with student records, attendance reporting, appointments, and general office procedures.
- Communicate information to students, families, staff, and visitors in a courteous and professional manner.
- Support school activities, meetings, events, and special projects as required.
- Assist students with basic office-related needs and direct them to appropriate staff when additional support is required.
- Handle sensitive or confidential information with discretion and professionalism.
- Follow school emergency, safety, and security procedures.
- Perform other related duties as assigned by the principal or designate.

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted.

QUALIFICATIONS:

- High school diploma or equivalent required; post-secondary education or training in office administration is considered an asset.
- Previous experience in a receptionist, administrative, or school office role is preferred.
- Excellent interpersonal, communication, and customer-service skills.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks and work effectively in a busy, sometimes fast-paced environment.
- Demonstrated ability to work positively and respectfully with middle years students.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.
- Proficiency with Microsoft Office or Google Workspace and general office technology.
- Ability to maintain accurate records and complete administrative tasks independently.
- Strong written and verbal communication skills.
- Ability to work collaboratively with students, families, teachers, administrators, and other school staff.
- Current criminal record and vulnerable sector checks.
- Commitment to supporting an inclusive, safe, and respectful school environment.

Competition Number: 202680

Submit Cover letter and Resume indicating Competition Number

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

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Phone: 204-855-2671 Fax: 204-855-2131

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