Sioux Valley Dakota Nation

Employment Opportunity
Finance Department
Receptionist
Full-Time, Permanent

Position Summary: The Finance Receptionist provides exceptional receptionist/front-line customer service to the Self-Governance staff, and internal/external customers such as responding to all incoming calls, greet and direct all visitors, and answer various inquiries in a positive and professional manner.

Position Duties:

- Administration duties such as photocopying, fax, memos, etc.
- Greet all person(s) entering establishment, and direct/escort them to their destination in a professional manner
- Maintain six phone lines (direct calls, take messages, provide general information, etc.)
- Record incoming and outgoing mail and direct to appropriate department
- Intake messages and all incoming requests
- Prepare and issue required purchase orders for each department
- Filing and organizing incoming/outgoing correspondence
- Maintain Finance office area (empty garbage, vacuum, etc.)
- Order supplies for department
- Receive and record payments made to Sioux Valley Dakota Nation
- Other duties as assigned

Qualifications:

- Minimum Education Requirement: High School Diploma or equivalency
- Good communication skills (written & oral)
- Proficient computer skills, as well as in working with printers, and facsimile
- 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

Competition Number: 202696

Submit Cover letter and Resume indicating Competition Number

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2671 Fax: 204-855-2131
Email: hrapplications@svdngovernance.com

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. For full job description, please email hrapplications@svdngovernance.com to request a copy.