



Sioux Valley Dakota Nation

Employment Opportunity

Finance Department

Receptionist

Full-Time, Permanent

Position Summary: : We are seeking a Receptionist that will respond to all incoming calls, greet and direct all visitors, and answer various inquiries in a positive and professional manner.

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

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

Competition Number: 202327

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

Email: hrapplications@svdngovernance.com

We thank all those who apply, but only those selected for an interview will be contacted.