



Sioux Valley Dakota Nation

Employment Opportunity

Jordan's Principle

Receptionist

Full-Time, Permanent

Position Summary: The primary purpose of this position is to answer, place and transfer incoming telephone communications and receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. He/she must have the ability to convey and communicate with the public in a proficient and professional manner to maintain good public relations. The Receptionist is also responsible for a wide variety of clerical office duties in support of the Jordan's Principle's program.

Qualifications:

- High School Diploma, Mature Grade High School Diploma, or G.E.D.
- Post-secondary certification in office or business administration an asset
- Combination of education and experience may be considered
- Must have valid Class 5 Manitoba Driver's License
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

Position Duties:

- Creates a welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages for colleagues
- Creates and distributes company memos through email, letters, or telephone calls
- Coordinates the booking and setting up of meeting rooms
- Organizes and files company documents either electronically or with a paper filing system
- Assisting with a variety of administrative tasks including copying, faxing, taking notes
- Assisting colleagues with administrative tasks
- Inform other employees of visitors, arrivals or cancellations
- monitor people coming and going through the reception doors
- maintain confidentiality and show discretion
- Provides support for teams when necessary
- Other duties as assigned

Competition Number: 202326

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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