



# Sioux Valley Dakota Nation

## Employment Opportunity

### Administrator Assistant/Receptionist

#### IT

#### Full-Time, Permanent

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**Position Summary:** We are seeking an Administrator Assistant/Receptionist that will respond 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 assist them in a respectful manner
- Maintain work phone (direct calls, take messages, provide general information, etc.)
- Record incoming and outgoing mail
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Intake messages and all incoming requests
- Prepare and issue required purchase orders
- Filing and organizing incoming/outgoing correspondence
- Maintain office area (empty garbage, vacuum, etc.)
- Order supplies for department
- Assisting colleagues with administrative tasks
- Receive and record payments
- Other duties as assigned

**Qualifications:**

- High School diploma or GED certificate
- Knowledge of Windows 10, Microsoft Office, Excel Office, etc
- Good communication skills (written & oral)
- Organizational and time management skills
- 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

**Application Deadline: September 8<sup>th</sup>, 2023 at 4:00 P.M.**

Submit Cover letter and Resume indicating Competition Number: **2023105**

Human Resources Department

Sioux Valley Dakota Nation

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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.