



# Sioux Valley Dakota Nation

## Employment Opportunity

### Administrator Assistant/Receptionist

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### 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

**Competition Number: 202608**

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: [hrapapplications@svdngovernance.com](mailto:hrapapplications@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 [hrapapplications@svdngovernance.com](mailto:hrapapplications@svdngovernance.com) to request a copy.