



BIGSTONE CREE NATION SOCIAL SERVICES DEPARTMENT

EMPLOYMENT OPPORTUNITY

Permanent Full-Time Receptionist

Bigstone Cree Nation Social Services Department is seeking a highly qualified person to serve as a **Receptionist**. This individual must be well organized with the ability to work independently while adhering to all relevant policy and procedures manuals and fulfill the duties as outlined below. This person will report to the Manager of Social Services.

DUTIES/RESPONSIBILITIES:

- Receives and manages all incoming telephone calls and can operate a multiline switchboard;
- Receives and manages all inquiries and refers to appropriate resources/agencies;
- Receives all visitors and guests and notifies appropriate staff or departments;
- Receive all client applications: Job Search; Resume; short-term programs; Income Support;
- Maintain physical and digital files as required;
- Record and distribute incoming and outgoing mail to appropriate person/office;
- Ensure clients sign in for support resources – computer, printer, fax, telephone;
- Ensure all office machines are operational and regular maintained;
- Ensure office supplies are available;
- Job board – maintain a job board for public use/view; and
- Other duties as required as this is not an exhaustive list and other duties may be added.

QUALIFICATIONS:

- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Be respectful, honest, and trustworthy and demonstrate sound work ethics;
- Maintain high degree of confidentiality;
- Office Administration Certification; or 3 years' work experience in a fast-paced office setting;
- High School Diploma, GED, or equivalent may be considered;
- Valid Alberta Driver's Operator license, reliable transportation; and
- A criminal record check is required.

Submit cover letter, resume, and criminal record check to:

May Houle, Human Resources Manager
Box 960 Wabasca, AB. T0G 2K0
Email: may.houle@bigstone.ca
Ph: 780-891-3836, Fax: 780-891-3888

Posted: May 27, 2024

Deadline: Until a suitable candidate is found

Thank-you in advance for all the applicants. Only applicants that meet the criteria will be contacted for an interview.