



## RECEPTIONIST Temporary Full-Time

**(Term position ending January 24, 2024)**

Bigstone Cree Nation Human Services strives to create a community of Indigenous strength, unity and opportunity. We are seeking for a highly motivated, well-organized, professional individual, with experience working in the reception field of Administration, to join our team in Wabasca, Alberta. We value diversity and are committed to collaboration, understanding, and offer a work environment where mutual respect is valued. This position is a **Temporary Full-Time position with an end date of January 19, 2024.**

### **DUTIES/RESPONSIBILITIES:**

- Handle all incoming telephone calls;
- Refer clients to appropriate resources/agencies; maintain communication with clientele;
- Ensure all office machines are operational and regular maintenance is done;
- Ensure office supplies are available;
- Receive all client applications: Job Search, Resume, short term programs, Income Support;
- Maintain the hardcopy files for all clientele; as required;
- Ensure clients sign in for support resources – computer, printer, fax, telephone;
- Job board – maintain a job board for public use/view;
- Other duties

### **QUALIFICATIONS:**

- Office Administration Certification;
- Office experience will also be considered in a fast-paced office setting;
- High School Diploma, GED, or equivalent may be considered;
- Valid Alberta Driver's Operator license, and reliable transportation;
- Must be bondable – a criminal record check is required;

### **PERSONAL SUITABILITY:**

- Be respectful, honest, and trustworthy; and demonstrate sound work ethics;
- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Maintain high degree of confidentiality;

**Interested applicants are to submit the following documents along with their up-to-date Resume;**

- Cover Letter.
- Three (3) work related references.
- Current Criminal Record Check.

**If you would like to work with an amazing team of Human Services professionals, please submit your resume and all supporting documents in confidence to:**

Colleen Alook - Human Resources  
Bigstone Cree Nation  
P.O., Box 960, Wabasca, AB, T0G 2K0  
Phone: (780) 891-3836 | Fax: (780) 891-3888  
Email: [humanresources@bigstone.ca](mailto:humanresources@bigstone.ca)

**CLOSING DATE for this employment opportunity: March 9, 2023**

*We wish to thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.*