



# Bigstone Cree Nation Education Authority

## *Oski Pasikoniwew Kamik*

### Employment Opportunity



## Receptionist

**Oski Pasikoniwew Kamik** is seeking a highly motivated independent person to fill the position of a **Receptionist** for our 2023 -2024 school year. This candidate should be well organized with the ability to work independently, have the ability to multitask, proficient writing skills, ability to maintain confidentiality and possess strong organizational skills

### Responsibilities:

- Answer phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image for Bigstone Education Authority/Oski Pasikoniwew Kamik.
- Manages telephone message system (office hours, inclement weather and other recorded messages).
- Greet all incoming guests respectfully and professionally.
- Assists in all aspects of maintaining a professional front office, including but not limited to , fielding and directing incoming phone calls to appropriate staff members in a timely, professional manner.
- Clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as computer, copier, fax and scan.
- Type routine correspondence, memoranda, reports, records, bulletins, orders and other office documents from sources such as rough drafts, notes and oral instructions.
- Sorts and stamps out-going correspondence, addresses envelopes and packages, and prepares printed matter and other material for mailing.
- Works with courtesy, tact and diplomacy in dealing with others and the ability to work cooperatively as part of a team.
- Receives, counts, opens, unpacks, dates, stamps,, records, sorts and distributes incoming mail, documents, books, materials and supplies.
- Register students, obtain and maintain cumulative records
- Register students, obtain and maintain cumulative records
- Effectively perform all other duties assigned.

### Qualifications:

- Office administration certificate and/or education and experience may be considered,
- Knowledgeable and able to work with computers and computer programs
- Knowledge and experience with Powerschool will be considered an asset
- Ability to work in a team environment
- Reliable Transportation - Valid Driver's License
- Ability to speak Cree is an asset

**Closing Date:** August 28, 2023

**Please submit cover letter, resume, supporting documents and references in confidence to:**

**Tammy Day - Human Resources**

**Email:** tammy.day@bigstoneeducation.ca

**Mail:** P.O. Box 870, Wabasca, Alberta, T0G 2K0

**Fax:** 780-891-2178

**Or drop off in person at:** Suite #8 - 911 Mistassiniy Road S

*Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.*