



Bigstone Cree Nation Advisory Elders Society

P.O. Box 504
WABASCA, AB T0G 2K0

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Email: bcneldeersociety@bigstone.ca

Employment Opportunity

Bigstone Cree Nation Advisory Society is looking for a
Full-Time Receptionist and Part-Time Janitor

Applicants must have Office Administration or 3 year experience in office setting, to be able to communicate with diverse group of people, possess strong work ethics, to be accountable and honest. Must be able to work independently with little or no supervision and able to complete tasks in a timely manner.

Requirements: Must be punctual
Must have strong organization skills
Answer incoming calls in a polite and professional manner
Must be able to work with Microsoft Word and Excel
Must be able to do office procedures
Cree Language is an asset.

Responsibilities: Must check for mail regularly – Post Office and Administration Office
Write letters, scan and email documents
Schedule Meetings
Record Minutes
Prepare Agenda and meeting packages
File

Janitorial Duties: Clean bathrooms daily
Sweep floor and vacuum rugs
Wipe down coffee area and wash dishes.
Sanitize Chairs and Exit door
Wipe down counters

The Position follows the Bigstone Cree Nation Policies and Procedures

Hours of Work: Monday – Friday
8:30 am to 4:30 pm

Send or drop off Resumes at Elders Advisory facility or email bcnssociety@bigstone.ca

Deadline Date: Friday, August 5, 2022