



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

RECEPTIONIST – REGINA BAY

We require an individual for the position of Receptionist at the Regina Bay Office. This position has a four-day work week, Monday to Thursday from 9:00 a.m. to 4:30 p.m. The successful applicant will be offered a competitive annual salary, an employer paid group benefit plan, an employee/employee pension plan, First Nations days of observance, and paid time off during Christmas.

The Receptionist will:

- Provide reception duties including answering telephone and in person inquiries, refer and/or redirect calls, e-mails, or visitors as required;
- Provide direct administrative and office support as directed;
- Receive incoming mail and review, evaluate, and distribute priority correspondence;
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other persons;
- Maintain confidentiality and professionally interact with employees, management and the public;
- Book travel arrangements, and make reservations;
- Book appointments with contractors;
- Record keeping;
- Draft both internal and external documents and correspondence;
- Review all documents, reports, and correspondence for format, content, grammar, spelling and make edits as necessary;
- Maintain office supplies;
- Maintain office filing systems;
- Keep a tidy and organized reception area, copy room areas and storage and filing cabinets;
- Facilitate communication from external stakeholders to band staff;
- Facilitate communication of band notices and mailings to on and off reserve members;
- Complete expense claims, travel requisitions and purchase orders; and
- Other duties which may be assigned as required.

We invite you to apply if you have:

- Grade 12 or GED essential;
- 1-3 years' experience in an administrative role an asset;
- Reliable punctuality and attendance is required;
- Strong knowledge of office procedures and practices an asset;
- Keen attention to details;
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point) an asset;
- Resourceful and flexible; and
- Proven organizational and time management skills;
- Satisfactory criminal record check;
- Combination of equivalent training and skills will be considered.

When applying you must include a detailed cover letter, detailed resume, a copy of your current (within 30 days) criminal records check which includes a vulnerable sector check (or proof that it has been applied for), and three references. Please apply via email to: jobs@nwa37.ca. Only those selected for an interview will be contacted. **Position will remain open until filled.**