

# **WEST REGION CHILD AND FAMILY SERVICES, INC.**

**invites applications for a**

## **CASUAL RECEPTIONIST**

### **TOOTINAOWAZIIBEENG TREATY RESERVE**



**This position will be considered as casual employment and  
will be on a “as-needed” basis.**

Reporting to the CBT Supervisor, this individual will be responsible for providing receptionist duties and general administrative support on a part-time basis.

#### **DUTIES WILL INCLUDE:**

- Performing receptionist duties, such as, answering phones, re-directing calls, preparing purchase orders, etc.
- Operating standard office equipment
- Tracking and distribution of office supplies/equipment
- Other related duties as required

#### **QUALIFICATIONS:**

- Previous experience in office administration
- Computer training and/or knowledge with Microsoft Word and Excel
- Demonstrated ability to communicate effectively, both orally and in writing, and to meet and deal with people effectively
- Good administrative and organizational skills
- Must be able to work as part of a team

The successful applicant must provide WRCFS with a current Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact Check and Driver's Abstract prior to commencement of employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

**Public Health Guidelines will apply.**

**SALARY:** Commensurate with experience and training

**Please submit resume and cover letter by FAX: (204) 546-2581 or email [jobs@wr-cfs.org](mailto:jobs@wr-cfs.org) addressing;**

**Corey Leclerc, Community Based Teams Supervisor, WRCFS, Inc., P.O. Box 280, Erickson, MB,  
R0J 0P0**

**DEADLINE FOR APPLICATION: Tuesday November 14<sup>th</sup>, 2023**

*We thank all who apply, however, only those selected for an interview will be contacted.*

**Scan our QR Code for additional information and our current employment opportunities**

