



MANITOBA MÉTIS FEDERATION

RECEPTIONIST March 12, 2024 Posting #23-00-013

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis is Canada's Negotiating Partner in Confederation and the Founder of the Province of Manitoba.

The MMF seeks to fill **one full-time Receptionist** position located at 200 Main Street in **Winnipeg, MB**. The Receptionist is responsible for answering a multi-line telephone console and direct calls accordingly, manage incoming and outgoing couriers and deliveries, manage incoming and outgoing mail, greet and direct visitors to appropriate locations, manage meeting room bookings and perform related administrative tasks.

Skills and Qualifications:

- Secondary school diploma or equivalent (GED);
- Experience working in an office environment;
- Experience handling high volume calls;
- Experience in operating a multi-line switchboard;
- Experience with maintaining records and processing outgoing mail and deliveries;
- Experience working with the public would be considered an asset;
- Experience creating and maintaining filing systems including both hard copy and electronic files is considered an asset;
- Ability to work with minimal supervision and pay close attention to detail;
- Excellent communication skills;
- Knowledge of facsimile machine, photocopier, postage machine, and other basic office equipment;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, March 19, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.