

WEST REGION CHILD & FAMILY SERVICES, INC.

Invites applications for the position of

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

SKOWNAN FIRST NATION



Reporting to the CBT Supervisor, the Receptionist will be responsible for providing a variety of receptionist duties and administrative support. Duties include the preparation of correspondence, reports, spreadsheets; composing letters in response to routine inquiries; maintaining a bring forward system; setting up and maintaining filing systems, handling telephone inquiries, making travel and meeting arrangements, providing intake/CFSIS support, assisting staff, and other administrative duties as required. This position is based out of our Skownan field office.

DUTIES WILL INCLUDE:

- Performing receptionist duties and operating standard office equipment
- Tracking and distribution of office supplies/equipment
- Providing administrative support
- Making meeting arrangements
- Maintaining records and filing
- Other related duties as required
- IM & CFSIS entry
- Providing assistance with resolving computer/phone issues that arise
- Overseeing general office needs (ordering supplies, identifying issues, etc.)

QUALIFICATIONS:

- Minimum Grade 12 high school education or an acceptable equivalent combination of education and training
- Previous experience in office administration
- Demonstrated ability to communicate effectively, both orally and in writing, and to meet and deal effectively with people
- Good administrative and organizational skills
- Must have demonstrated ability to work as part of a team and the ability to work independently
- The ability to speak Ojibway would be a definite asset
- Must have demonstrated knowledge of and appreciation for First Nations culture and aspirations
- Must have computer training and/or knowledge of Microsoft Office

WRCFS offers a supportive, progressive, and innovative work environment, competitive salaries, a great benefits package, and training opportunities. 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 the 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 and according to Provincial pay scale.

Please submit resume and cover letter by Fax: (204) 628-3593 or email jobs@wr-cfs.org addressing;

Kevin Malcolm, BSW, Community Based Team Supervisor, WRCFS, Inc., Box 280, ERICKSON, MB, R0J 0P0

DEADLINE FOR APPLICATIONS: Wednesday April 17th, 2024

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

