



Sioux Valley Dakota Nation
Employment Opportunity
Receptionist
Health Centre
Full-time, Permanent
Location: Sioux Valley, MB

POSITION SUMMARY:

We are seeking a full-time Receptionist to join our busy team! We are looking for someone who can multi-task and is self motivated. The Receptionist will be responsible for the daily administrative duties at the Health Care Office.

DUTIES INCLUDE:

- Administrative duties such as photocopying, faxing, memos, etc.
- Greet all individuals entering the establishment, and direct/escort them to their destination in a professional manner
- Maintain phone lines (direct calls, take messages, provide general information, etc.)
- Record incoming and outgoing mail and direct to appropriate contact
- Intake messages and all incoming requests
- Prepare and issue required purchase orders when required
- Filing and organizing incoming/outgoing correspondence
- Maintain office area (empty garbage, vacuum, etc.)
- Order supplies when required
- Other duties as assigned

QUALIFICATIONS:

- Minimum Grade 12 High School Diploma, Mature Grade 12 Diploma, or G.E.D.
- Strong communication skills, both written & verbally
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

Competition Number: 202279

APPLICATION DEADLINE: Monday, July 11, 2022, at 4:00 p.m.

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.