



Sioux Valley Dakota Nation
Employment Opportunity
Receptionist
Finance

***Up to 1 Year Full-time, Term Position
Location: Sioux Valley, MB

POSITION SUMMARY:

We are seeking a Receptionist that will respond to all incoming calls, greet and direct all visitors, and answer various inquiries in a positive and professional manner.

DUTIES INCLUDE:

- Administration duties such as photocopying, fax, memos, etc.
- Greet all person(s) entering establishment, and direct/escort them to their destination in a professional manner
- Maintain six phone lines (direct calls, take messages, provide general information, etc.)
- Record incoming and outgoing mail and direct to appropriate department
- Intake messages and all incoming requests
- Prepare and issue required purchase orders for each department
- Filing and organizing incoming/outgoing correspondence
- Maintain Finance office area (empty garbage, vacuum, etc.)
- Order supplies for department
- Receive and record payments made to Sioux Valley Dakota Nation
- Other duties as assigned

QUALIFICATIONS:

- Minimum Education Requirement: High School Diploma or equivalency
- Good communication skills (written & oral)
- Proficient computer skills, as well as in working with printers, and facsimile
- 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: 202283

APPLICATION DEADLINE: Posted Until Filled.

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.