



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT TRAINING SERVICES

Receptionist

Full Time

Closing Date: OPEN until position is filled.



GENERAL STATEMENT OF POSITION:

The receptionist is the client's first contact when calling or visiting the practice and as such represents the professional image of the practice to callers and visitors. The Receptionist answers telephones, greets clients and escorts them to a waiting area, receives and transmits telephone and other messages, updates client business records, prepares billings and collects payments and performs a variety of other related services.

REPORTS TO: SETS Manager

DUTIES AND RESPONSIBILITIES:

- Answers telephones and places calls quickly, efficiently and in a professional friendly manner.
- Screens calls to determine which should be handled by other staff members.
- Receives and transmits telephone and email messages accurately and promptly.
- Prepares written responses to routine inquiries via email, or phone.
- Responsible for mail collection and distribution
- Greets clients in a friendly courteous manner and directs accordingly.
- Assist in ordering and maintaining inventory of office supplies
- Maintains the appearance of the business office.
- Monitors board room bookings and ensures room is prepared for board meetings and other high priority meetings.
- Maintains positive, cooperative relationships with other employees.
- Perform administrative tasks as needed for office such as photocopying, faxing, scanning, and assisting with filling out forms.
- Assist in preparing expenditures for payment.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Knowledge of Siksika culture and history.
- The ability to speak and understand the Blackfoot language is an asset.
- Must show respect and sensitivity for the Siksika Cultural Traditions
- Grade 12 or equivalency
- 3 years related experience in the field of administrative/Receptionist or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Requires effective interpersonal, oral, and written communication skills
- Must have good time management and organizing skills
- Ability to prioritize projects and strong problem-solving skills
- Skill and ability for extensive computer knowledge, maintain records, file systems, info gathering and good knowledge of computer software programs such as Microsoft Office.
- Knowledge to determine and maintain confidentiality while remaining objective.
- Ability to work under pressure and deadlines.
- Ability to gather information from various sources.
- Knowledge to determine what information is confidential.
- Sound interpersonal skills, friendly, and comfortable with dealing with general public.
- Demonstrates the ability to work within the policies & procedures as well as vision, mission, and core values of Siksika Family Services
- Ability to work independently and within a team environment

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com.

Please quote **Receptionist** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Vulnerable Sector Check and Child Intervention Record Check.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.