

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



Employment Opportunity – Seeking a Full Time Receptionist

Position: The Big River First Nation is seeking a Full Time Receptionist for Mistahi Sipi Elementary School. We are looking for a Receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. As a Receptionist, you will be the first point of contact for the Mistahi Sipi Elementary School.

The school year will commence on August 25, 2020 and conclude on August 25, 2021. Mistahi Sipi Elementary School's present enrollment is approximately 360 students from Nursery to Grade 5. Mistahi Sipi provides a lunch program for its students (a nutritious breakfast as well as a hot lunch). The school has an Elder's Program where students can access cultural teachings.

Department: Education

Apply by: June 22nd, 2020

Reports to: Principal/Vice Principal/Director of Education

Responsibilities:

- Greet and welcome guests as soon as they arrive at the school
- Direct visitors to the appropriate person and school
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Requirements:

- High school diploma; additional certification in Office Management is an asset
- Work experience as a Receptionist, or similar role
- Experience with Microsoft Office Programs
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Written and verbal communication skills

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- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Ability to maintain Confidentiality
- Must have a Valid Driver's license
- Ability to work independently, as well as part of a team
- Evidence of strong written and oral communication skills
- Cultural Competency
- Provide a recent Vulnerable Sector Criminal Reference Check

To Apply:

Interested applicants can apply by submitting a resume with three references and a cover letter to humanresourcesbrfn@outlook.com, by Fax Attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700. Deadline for applications is June 22nd, 2020.

For more information, Please Contact;

Stephanie Morin

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: humanresourcebrfn@outlook.com

Fax: 306-724-2161