

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Membership
DEPARTMENT: Membership Department
POSITION: Receptionist
SALARY: \$31,200
STATUS: Full Time

COMPETITION: TAEM-01-04-019-21

DATE POSTED: Apr-19-21

DEADLINE: Apr-28-21

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)

General Statement of Duties:

The position consists of occupations concerned with dealing with the public through telephone and in person contact. Taking applications, processing cards, filing, typing and providing information to the general public on Membership issues. Assisting with distribution pay-outs and assisting all staff with day-to-day membership duties

Duties & Responsibilities: Duties include but are not limited to:

- Answers and operates 7-line telephone system.
- Operate and keep updated log on incoming and outgoing faxes.
- Taking and assisting with membership applications, birth, marriage and death certificates including collecting cash.
- Takes applications for tax exemption cards and assists with delivery.
- Checks and records mail on a daily basis; keeps log of outgoing mail.
- Assists in issuing I.D. cards.
- Assists the public with applications for Treaty payments.
- Will assist with Band Distribution payments.
- Answers telephone inquiries regarding all membership issues.
- Other related duties that may be assigned by the Membership Registrar or Tribal Manager

****SEE RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION****

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

High School Diploma and 2 Years' experience in clerical work necessary.

Other:

- Culture/Language; ability to communicate in the Siksika language is required.

SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE

►Please call Recruitment Officer before faxing documents



Contact HR Recruitment Officer – Tennie Running Rabbit
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