



Siksika Family Services Corporation
SCEIS
Receptionist
Posting Closes – October 22th, 2021



Siksika Income Support empowers Nation members to be self-sufficient and economically independent by providing financial and occupational support and working closely with Siksika Employment and Training Services.

Siksika Income Support is currently seeking a Receptionist to be the first point of contact for the office, ensuring excellent customer service. This position responds to customer inquires, greets visitors, and is responsible for supporting administrative needs of the office.

SUPERVISION: SCEIS DIRECTOR

RESPONSIBILITIES:

- Welcomes visitors either in person or telephone and answering or referring inquiries in a professional manner.
- Maintains security by following opening and closing office procedures; maintaining phone call logbook; monitor visitor sign-in.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs,
- Responsible for recording incoming/outgoing regular mail and inter-office mail.
- Administers meeting room schedules and maintains meeting room spaces.
- Maintain and update job board and postings,
- Offer Self-help employment information booklets, educational materials and tools for Nation and Non-Nation members, including Street Survival Guide and phone numbers for Assistance with Alberta Works.
- Performs a mini-assessment with clients and redirects clients to the appropriate person or agency.
- Works closely with the CEC, SFSA, IT, Research and Program planner, Center Advisor and Security.

QUALIFICATIONS/EXPERIENCE:

- Certificate or diploma from a clerical or administrative support program
- 2 years related experience.
- Possesses knowledge of aboriginal or Siksika culture, language, and history. Ability to speak the Blackfoot language an asset.
- Proficiency in Microsoft Office applications (MS Word, MS Excel, MS Outlook).
- Highly organized in prioritizing work, multi-tasking, meeting deadlines and time-management.
- Superior communication and customer service skills.
- Maintains confidentiality at all times

WORK ENVIRONMENT:

Normal office conditions and moderate degree of stress pertaining to position & unpredictable workload.

Travel maybe required.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # **040-2021** on cover page.

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

Please Note: Only **complete** applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.