

Employment Opportunities



Position: Receptionist
Service Area: Public Works
Location: Siksika Nation
Salary: \$18.00
Date Posted: July 6, 2023
Closing Date: Until position is filled.
Competition Number: SPW-01-07-06-23

POSITION SUMMARY:

Work requires routine clerical work of limited complexity, requiring the use of a computer, filing records as requested, answering the telephone, directing visitors and emergency calls to the appropriate personnel and distribution of mail.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Answering all incoming local and long-distance calls including answering the 2 way radio and transfer call to the person or office requested.
- Meeting the public and giving routine non-technical information upon request and refer all other questions to proper personnel.
- Ensure that messages are passed on to the proper personnel.
- All correspondence, collect, sort and record incoming and outgoing mail.
- Filing all records of Public Works staff annual, sick, bereavement leave and personnel change forms.
- Prepare all Public Works timecards to be signed and authorized by the Manager of Public Works.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Strong organizational and interpersonal skills required.
- Knowledge of general office procedures and be able to communicate effectively both orally and in writing.
- Motivated, pleasant disposition and courteous to all people.
- Ability to work under minimal supervision.

Education and Experience

- Grade 12 Diploma and/or Office Skills Certificate.
- 1 years' experience as a receptionist.
- Computer skills with excellent typing and data entry skills.

Other:

- Must have some knowledge of the Blackfoot Language and Culture.

Submit Resume and Application to:

Siksika Tribal Admin Employee Services
recruitment@siksikanation.com

Email recruitment@siksikanation.com for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567