



**SWAMPY CREE TRIBAL COUNCIL**  
**Job Posting – Front Desk Receptionist**

Swampy Cree Tribal Council requires a Front Desk Receptionist with responsibilities covering a wide variety of clerical office duties in support of company administration.

**Duties & Responsibilities:**

- Greeting & screening visitors
- Answering & referring inbound telephone calls - take messages
- Daily attendance of employees
- Scheduling appointments/bookings
- General typing for Administrative & Field Staff
- Open and distribution of incoming/outgoing mail
- Maintain and update mailboxes for employees
- Administrating company correspondence
- Meeting minutes
- Daily mail run
- Other duties as required

**Requirements**

- Secretarial Certificate preferred or an acceptable combination of education and experience equivalent will be considered
- 1-2 years of direct work experience in a receptionist capacity.
- Strong knowledge of general office procedures involving travel arrangements, budget management, employee schedules, etc.
- Superior typing skills; Able to write simple correspondence, including memos, letters, etc.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem solving skills.
- Superior telephone manners and strong interpersonal skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Ability to speak and understand the Cree language is preferred but not an asset.

Expected Start Date: November 1, 2018

Submit applications along with three references to:

**Karen Richards**  
**Executive Assistant**  
**Swampy Cree Tribal Council**  
**Box 150**  
**The Pas, Manitoba**  
**R9A 1K3**

Deadline for applications: October 26th, 2018

*“Only those selected for an interview will be contacted. We thank all those who apply.”*