



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng Education Authority has a current opening for a **Sagkeeng Education Authority Receptionist** One Year Term Position

Reporting to the Director of Education the Sagkeeng Education Authority Receptionist will provide administrative support to the Sagkeeng Education Authority Administrative Office. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Word, MS Excel and office equipment.

DUTIES

- Greeting visitors
- Keeping the reception area tidy
- Setup and confirm appointments/meeting
- Perform clerical duties as directed
- Record and prepare minutes of meetings as well as other documents
- Submit cheque requisitions when needed
- Maintain filing systems
- Order office supplies and maintain inventory
- Manage communication including email and phone calls
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Organizing and prioritizing numerous tasks and completing them under time constraints.
- Other duties as assigned

QUALIFICATIONS:

- Grade 12 Education or equivalent
- Minimum one (1) year experience working as a receptionist, administrative assistant or office support
- An equivalent combination of education and experience may be considered,
- Experience with Microsoft Office and Microsoft Excel an asset
- Strong communication and public speaking skills
- Ability to work individually and as part of a team,
- Ability to comply with written and oral instructions and policies,
- Ability to create an efficient working relationship with other personnel,
- Ability to maintain confidentiality with respect to all matters pertaining to post-secondary students in all verbal and written communications,
- Possess good working habits (punctuality and attendance)
- Clear criminal record and abuse registry checks,
- Valid driver's licence and a reliable automobile.

Application deadline:
January 27, 2023

Applicants **MUST** submit

- Cover letter/ résumé
- Current criminal record check
- Vulnerable sector check
- Child abuse registry (or proof of application)

Attention to:

Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E1M0

Cover letters and résumés can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the SETS Office.

**LATE SUBMISSIONS
WILL NOT BE ACCEPTED
UNDER ANY
CIRCUMSTANCES**

PLEASE BE ADVISED THAT
ONLY THOSE SELECTED
FOR AN INTERVIEW WILL
BE CONTACTED