



# Sagkeeng Anicinabe

## JOB OPPORTUNITY

### DPW is looking for a **Receptionist (4 month term)**

*Reporting to the Director the receptionist is responsible for all clerical duties and providing administrative support for the department.*

#### DUTIES:

- Answer phones and act as receptionist for the office,
- Provide callers and visitors with general information regarding water and sewage time tables
- Obtain the civic address from callers and provide the information to the truck drivers and heavy equipment operators.
- Screen inquiries by callers and visitors to determine the appropriate person to respond to their issue
- Promote positive public relations on behalf of SETS and the Sagkeeng Government,
- Provide clerical support including word processing and filing as required,
- Prepare correspondence for review and signature as required,
- Make and confirm appointments with applicants and others,
- Photocopy documents as required,
- Keep client records up to date, maintaining accurate case files and insuring proper storage,
- Ensure that computers, photocopy machines and other office equipment are serviced and maintained properly,
- Other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or G.E.D.
- Experience with computers, word processing and spreadsheet programs,
- Keyboarding skills of 40 to 60 word per minute,
- Customer service experience,
- Excellent written and oral communication skills including the ability to respond effectively to callers or visitors and understand the language,
- Experience multi-tasking, setting priorities and meeting deadlines,
- Attention to detail,
- Ability to work under pressure and deal with customers,
- Ability to work cooperatively with other and contribute as a team member,
- Working knowledge of local traditions, culture and language and a full understanding of the community's social structure.

**Application deadline:  
May 14/21**

#### Applicants **MUST** submit:

- Cover letter/ résumé
- Current criminal record check
- Contact information for 3 work related references

#### Attention to:

SETS  
Box 8, Fort Alexander, MB  
R0E1M0

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to [jobs@sagkeeng.ca](mailto: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