



S.A.Y. LANDS OFFICE

www.saylandsoffice.ca

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

RECEPTIONIST

FULL-TIME, term position (1 year TWS)

Wage: \$ 16.50/hour

The Receptionist is responsible for greeting visitors and delivering exceptional customer service assistance, and providing administrative support. This entails answering calls and fielding them accordingly, addressing visitor questions and needs. This role creates the first impression for guests and visitors and creates a welcoming, professional environment.

- Works with Executive Assistant to confirm work priorities
- Creates a favorable first impression by servicing visitors and guests in a courteous, friendly and professional manner
- Promptly identifies caller or visitor information needs and directs them to the appropriate staff member
- Notifies staff members when visitors have arrived at the reception area
- Ensures that the reception area is well organized and neat in appearance
- Operates a variety of office equipment including computers, phone system, fax machines, printers, photocopiers, etc
- Sort incoming mail, date stamp and place in appropriate mail slot
- Orders and maintains and appropriate inventory of office supplies and ensures the office supply storage area is clean and well organized

SUCCESSFUL CANDIDATES WILL HAVE/BE:

- Under or unemployed
- Knowledge of First Nation culture and working with First Nations and citizens
- Proven ability to maintain the confidentiality of documents, records and information
- The ability to work independently with minimal supervision and collaboratively within a team
- Ability to prioritize workload and meet deadlines
- Computer skills, including fundamental knowledge of Microsoft Office – Word, Excel, and Outlook
- Minimum one (1) year experience in an office or administrative role working with First Nation communities or equivalent experience

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com (Please include position title in the subject line). **OPEN UNTIL FILLED**