

BUFFALO LAKE MÉTIS SETTLEMENT

Box 16 CASLAN AB T0A 0R0 (780) 689-2170 FAX (780) 689-2024



RECEPTIONIST

FULL TIME EMPLOYMENT

Summary of Position:

This position is responsible for answering the telephone and directing calls to the appropriate service. Also greeting clients, visitors and members at the Administration Office in a professional manner. Provide the Administration and Community with secretarial support and communication services.

Duties:

- Open and close front administration
- Answer phone calls and direct them accordingly
- Provide secretarial support to all staff
- Assist staff to prepare notices for community functions
- Ensure postings are placed on notice boards and are up to date
- Issue hunting and trapping licenses to members upon request
- Receive documents required to be submitted to the Administration Office
- Receive and document recreation center rentals
- Maintain coffee area, do coffee supplies orders
- Maintain photocopy room
- Check for faxes throughout the day and record all incoming faxes

Qualification Skills:

- Must have reliable transportation
- Must have excellent communication skills
- Must have excellent interpersonal skills
- Experience in Microsoft Office, Gmail, internet

Please submit resumes to: Pam Cardinal – pcardinal@blmetis.ca or Fax to 780-689-2024

Deadline: March 20, 2020 @ 3:00pm (late submissions will not be accepted)