

## **Receptionist**

### **Authority**

The Receptionist works under the supervisory function of the Executive Assistant who in turn reports to the Executive Director.

### **Purpose**

The Receptionist is responsible in being the first point of contact for the organization by attending to visitors, deal with telephone inquiries and provides clerical receptionist duties.

### **Specific Responsibilities**

- Answer the telephone, screen and relay telephone calls and messages;
- Respond/forward electronic enquiries to appropriate staff;
- Provide information to callers;
- Greet, welcome and direct visitors and guests;
- Deal with queries from the public;
- Ensure knowledge of staff movements in and out of the organization;
- Receive and sort daily mail/deliveries/couriers;
- Record, stamp, weigh if required, all outgoing mail and parcels;
- Receive, stamp date, and record all incoming faxes;
- Maintain a variety of routine office databases and procedures i.e. Telephone messages, daily log on staff whereabouts, updating the reception electronic bulletin board weekly, etc.;
- Order office and coffee supplies;
- Tidy and maintain the reception area;
- Perform other administrative support duties as assigned.

### **Qualifications**

#### **Education & Experience**

- Completion of a receptionist training program will be considered an asset;
- One to two years' experience in the clerical support area will be considered an asset;
- Knowledge of operating standard office equipment such as switchboard telephone systems, fax machine, photocopier, postage meter;
- Knowledge of standard office filing policies and procedures will be considered an asset;
- Experience working with First Nations in the field of education;
- Proficient in Outlook and Excel Microsoft Office programs;
- Ability to work independently and as a team member;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters;
- Abilities to set priorities and organize workload effectively and efficiently;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;

- Fluency in a First Nations language is considered an asset;
- Excellent oral and written communication skills;
- Appreciation and respect for First Nations' education reform strategies.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by Open Until Filled to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**