



## KEEWATIN TRIBAL COUNCIL - Job Vacancy RECEPTIONIST Full Time – Permanent

Keewatin Tribal Council is a First Nation service delivery organization. It provides advisory services to the eleven member First Nation communities in the areas of health, education, social, & housing. Nine are of Cree speaking origin and two are Dene speaking. The majority of KTC First Nations are located in the more remote and isolated areas of northern Manitoba.

### **Duties:**

Under the direct supervision of the Director of Finance, the receptionist will handle incoming telephone calls. Greets and provides information and assistance to clients and visitors. He/she will answer inquiries to the general public as well as handle all incoming/outgoing mail and deliveries as well as other administrative duties.

### **Qualifications:**

- Must have a completion of Grade 12
- Secondary School training/experience in a general office environment is an asset
- Must have good typing skills with a minimum speed accuracy of 45 wpm
- Proven competency in the use of computers in Microsoft Office and Excel
- Ability to operate various types of office equipment
- Should have good organizational skills
- Must have good communication skills and pleasant telephone manner
- Ability to speak fluent Cree/Dene a definite asset

Salary is dependent upon qualifications and experience. A comprehensive benefits package is provided. A complete job description can be obtained by calling (204) 677-2341. Interested candidates are invited to submit in confidence, a resume with references and a letter of application stating salary expectations by Friday, July 13, 2018 to:

Office Manager – Lisa Beardy  
23 Nickel Road, Thompson, MB, R8N 0Y4  
Fax: (204) 677-0256  
E-mail: lbeardy@ktc.ca

We thank all applicants in advance for their interest in employment with Keewatin Tribal Council, however, only those selected for an interview will be contacted.