



Job Opportunities

Competition # 0121-61

**CASUAL RECEPTIONIST
CASUAL TERM
BATC ADMINISTRATION OFFICE**

THE POSITION

The BATC Receptionist enhances Administration staffs' effectiveness by providing personalized secretarial and administrative support in a well-organized and timely manner. This position is based out of the BATC Administration Office in North Battleford and will be on an on-call basis.

DUTIES AND RESPONSIBILITIES

- Welcomes guests and clients by greeting them, in person or on the telephone answering or directing inquiries
- Provide office support services to ensure quality customer service to clients and staff record and distribute all incoming and outgoing mail
 - Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Provide filing services for the office and develop a familiarity with the filing system
- Data entry and compiling data
 - Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories
- Assist BATC Directors and Administration staff as needed
- Observe all pertinent policies and administrative procedures and maintain strict confidentiality with regard to the affairs of BATC, its employees, and clients.
- Perform other duties as assigned

QUALIFICATIONS AND SKILLS

- Must have a Diploma from an accredited post-secondary institute specializing in office administration and/or equivalent combination of a minimal of (5) years work related experience
 - Full comprehension of office management systems and procedures
 - Excellent computer skills including keyboarding and Microsoft Office
 - Minimum Touch Typing Speed of 45 wpm
 - Exemplary planning and time management skills
 - Ability to speak/understand Cree or Saulteaux would be an asset
 - Works well under tight deadlines and proficient in multitasking skills
 - Demonstrate knowledge of First Nations cultural and community value systems;
 - Strong writing and verbal communications and organizational skills;
 - Ability to follow directions and perform scheduled activities;
 - Perform duties with minimal supervision
 - Must possess a valid vehicle operator's license and a reliable vehicle
- Must submit a CPIC

Closing Date: May 18, 2022 by 4:30 pm – Please Quote Competition # 0121-61

Please submit Resume, Cover Letter and CPIC to:

**Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0Z8**

Phone: 306-446-1400

Email: humanresources@batc.ca