



Job Opportunities

Competition # 0121-17

**RECEPTIONIST
One (1) FULL TIME PERMINANT POSITION
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 a one (1) year term position, with the possibility of extension.

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 HAVE CPIC**

Closing Date: January 17, 2022, by 4:30 pm – Please Quote Competition # 0121-17

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