



Metis Settlements General Council

Receptionist
(Temporary Full-time)
EMPLOYMENT POSTING

DATE POSTED: May 1, 2024

CLOSING DATE: May 15, 2024 or until a suitable candidate is found.

STARTING WAGE: \$19 per hour

CONTRACT PERIOD: June 3/2024 to November 29/2024 (35 hour/week)

The Receptionist reports to the Office Administrator (OA) and is responsible for ensuring that the administrative needs of MSGC and the OA are met.

Duties:

- Prepare boardrooms as required for all meetings (tables/chairs set up as per the direction of the Executive, microphone set ups)
- Coordinate meal service at the request of the Executive and/or OA
- Communication, as required, with external meeting organizers
- Answer phones and greet visitors
- Process, receive and record incoming and outgoing mail (mail and email) as required
- Operate and coordinate maintenance of office machinery (photo copiers, stamp machine, coffee makers, water, etc.)
- Maintain and update contact lists for MSGC staff and 8 Settlements
- Manage MSGC and Settlement calendars
- Perform any other duties as assigned by the Executives or Office Administrator
- Adhere to all General Council Policies and Personnel Manual.

Qualifications:

- Progressive experience in any of the following roles: Administrative Assistant or Personal Assistant
- Intermediate to advanced knowledge of Microsoft Office 365 and Microsoft Teams
- Fluent written and spoken English
- General office hardware use including photocopiers, fax machines, and filing systems
- Post-secondary education in Administrative Services and Grade 12 diploma or GED minimum requirement

Please submit your cover letter and resume electronically to:

ATTN: Tanis Heron

Email : theron@msgc.ca

Phone : 780- 822-4096

We thank all candidates for their interest; however, only those selected for an interview will be contacted.