



Bigstone Cree Nation Education Authority
Oski Pasikoniwew Kamik
Employment Opportunity



READVERTISEMENT

Temporary Full Time Receptionist (6 month term)

Oski Pasikoniwew Kamik is seeking a highly motivated independent person to fill the position of a **Temporary Full-Time Receptionist** for a **6 month term** for the 2021-22 school year. This individual must be well organized with the ability to work independently, have the ability to multitask, and possess strong organizational skills.

Responsibilities:

- Answer phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image for Bigstone Education Authority/Oski Pasikoniwew Kamik.
- Manages telephone message system (office hours, inclement weather and other recorded messages).
- Greet all incoming guests respectfully and professionally.
- Assists in all aspects of maintaining a professional front office, including but not limited to fielding and directing incoming phone calls to appropriate staff members in a timely, professional manner.
- Clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as computer, copier, fax and scan.
- Type routine correspondence, memoranda, reports, records, bulletins, orders and other office documents from sources such as rough drafts, notes and oral instructions.
- Sorts and stamps out-going correspondence, addresses envelopes and packages, and prepares printed matter and other material for mailing.
- Works with courtesy, tact and diplomacy in dealing with others and the ability to work cooperatively as part of a team.
- Receives, counts, opens, unpacks, dates, stamps, records, sorts and distributes incoming mail, documents, books, materials and supplies.
- Effectively perform all other duties assigned.

Qualifications:

- Office administration certificate and/or education and experience may be considered
- Knowledge of PowerSchool is not required but would be considered an asset
- Knowledgeable and able to work with computers and computer programs
- Must have great organizing skills and knowledge of daily office procedures
- Ability to work in a team environment
- Maintain confidentiality
- Reliable Transportation - Valid Driver's License
- Ability to speak Cree is an asset

Closing Date: Wednesday, September 15, 2021

Salary: Based on a salary grid that is progressive and based on years of experience.

Please submit cover letter, resume, supporting documents and references in confidence to:

Tammy Bigstone - Human Resources

Email: tammy.bigstone@bigstoneeducation.ca

Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0

Fax: 780-891-2178

Or drop off in person at: Suite #8 - 911 Mistassiniy Road S

Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.