

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



Employment Opportunity – Big River First Nation is Seeking a Full Time Receptionist

Position: The Big River First Nation is seeking a Full Time Receptionist for the Big River First Nation Urban Office located in Saskatoon, Saskatchewan. As a Receptionist, you will be the first point of contact for. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business.

Apply by: Posted Until Filled

Reports to: Office Manager

Responsibilities:

- Greet and welcome guests
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Requirements:

- High school diploma; additional certification in Office Management is an asset
- Work experience as a Receptionist, or similar role
- Experience with Microsoft Office Programs
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Ability to maintain Confidentiality
- Ability to work independently, as well as part of a team
- Evidence of strong written and oral communication skills

To Apply:

Interested applicants can apply by submitting a resume with three references and a cover letter to hr@brfn.ca, by Fax Attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700. This position will remain posted until filled.

For more information, Please Contact;

Allison Lachance

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: hr@brfn.ca