

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

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



The Big River First Nation is searching for a Full Time Receptionist to join our team.

The Receptionist will perform a variety of administrative and clerical tasks. Duties of the Receptionist include providing support to our managers and employees as well assisting in daily office needs.

Apply by: Open until filled

Duties and responsibilities:

- Creates a welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages for employee
- Open and close the office daily
- Write and distribute email, correspondence memos, letters, faxes and forms
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Handling and assisting with document distribution and other administrative projects and responsibilities
- Returning phone calls and emails on behalf of the company or a company executive

Requirements and Skills

- Creates a welcoming environment by greeting guests, answering phone calls, directing visitors, and taking messages for employees
- Proven experience as a Receptionist
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Interested applicants can apply by submitting a resume with references 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.

For more information, Please Contact;

Allison Lachance
Human Resources Manager
Phone: 306-724-4700 ext. 226
Email: hr@brfn.ca
Fax: 306-724-2161