



Siksika Family Services Corporation
ON- CALL RECEPTIONIST ADMIN WORKERS
ALL LOCATIONS

Ongoing
March 2024



GENERAL STATEMENT OF POSITION:

The On-call Receptionist/Admin will be placed on an on-call list, where you may be given short notice to report for a position on the nation. This position is responsible for providing excellent customer/client services to Siksika Citizens, Visitors and Staff. The receptionist/Admin is usually the first contact for Siksika offices and must maintain a professional image and efficient client services. The candidate should have strong Interpersonal/Team, Excel/Database, Telephone/Switchboard and Computer Skills.

REPORTS TO: Director or Executive Assistant

DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to all Siksika Citizens, visitors and staff. Direct to appropriate staff/services.
- Answer and redirect calls, record and deliver phone messages.
- Maintain Appointment Calendars and call log – provide stats to management monthly.
- Provide general program information to clients, Siksika Citizens and visitors.
- Compose routine correspondence, minutes, reports, and memos.
- Keep office equipment and resource center equipment in good working order. Coordinate the repair and maintenance when required.
- Fill Photocopier and maintain paper supplies.
- Order office supplies.
- Record and distribute incoming and outgoing mail.
- Keep the Reception Area and Resource Centre in working order.
- Assist with filing when required.
- Sign-out and track equipment/vehicles.
- Other duties as assigned by the SETS Director or Executive Assistant.

EDUCATION AND EXPERIENCE:

- Minimum Grade 12 Diploma.
- Office / Administrative Assistant Certificate or equivalent is an asset.
- Minimum of one year experience as a receptionist or Administrative Assistant.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com Please quote

Job Title for reference.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.