



**Siksika Family Services Corporation**  
SIKSIKA CHILDREN'S SERVICES/SUPPORT'S FOR INDEPENDENCE



**Receptionist**

**On-reserve**

Permanent Full Time

Closing Date: OPEN until position is filled.

03/2025

**GENERAL STATEMENT OF POSITION:**

The Receptionist is responsible for being the first point of contact for Siksika Support's for Independence & Siksika Children's Services. They will work closely with the office personnel to ensure all phone calls, faxes, and emails are directed to the appropriate service area. Responsible for the development of new files and maintains an efficient, safe, and controlled filing system.

**REPORTS TO: Program Team Leads/ Managers**

**DUTIES AND RESPONSIBILITIES:**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following opening and closing office procedures; maintaining phone call logbook; monitor visitor sign-in. This position is an integral part of the Office security response team.
- Maintains telecommunication system by following manufacturer's/service provider's instructions
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Responsible for recording incoming/outgoing regular mail and inter-office mail.
- Administers meeting room schedules and maintains meeting room spaces.
- Assist in gathering and preparing information for reports as requested.
- Assist in keeping updated inventory of all office property; computers, filing cabinets, cabinet and desk keys, furniture, photocopier, fax machine, vehicles, etc.
- Inventory of all program forms and re-order as needed.
- Assist in ordering and maintaining inventory of office supplies.
- Assist with submitting staff timesheets, inter-office mail, photocopying and faxing for staff as requested.
- Assist in preparing expenditures for payment.
- May be requested to take meeting minutes and perform other related administrative duties.

For full Job Description please contact [HRM@siksikafamilyservices.com](mailto:HRM@siksikafamilyservices.com)

**EDUCATION AND EXPERIENCE:**

- Certificate/diploma from Clerical or Administrative Support program and three (3) year related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes and cover letters should be emailed to [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

Please quote **Job Title** on your cover letter.

**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.