

# Employment Opportunity

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**Organization:** Siksika Health Services

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**Title:** **FRONT RECEPTIONIST**

**Location:** Siksika Health Services

**Posted Date:** **Monday February 5, 2024**

**Closing Date:** **Friday February 16, 2024**

**Annual Salary:** \$18.50/HR

**Position Status:** One (1) Year Contract

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## **POSITION SUMMARY**

The Front Receptionist is responsible for a wide variety of clerical office duties in support of company administration. Includes coordinating and communicating office activities, greeting and screening visitors, answering and referring to inbound telephone calls, and scheduling board room bookings. The Main Receptionist will also be responsible for administrating company correspondence.

## **Responsibilities include, but will not be limited to:**

- Assist with clerical/administrative support to executive management, clients, and families.
- Maintain an accurate and confidential filing system, recording checks and delivery.
- Assist with vacation coverage, ordering supplies, etc.
- Provide assistance answering phones to clinical and community wellness areas.
- Schedule and maintain appointment calendars and book meeting rooms.
- Contribute as a team member to ensure administrative support is available in the department.
- Present a positive and professional image of the office to all visitors, suppliers, inquiries, and other interactions.
- Other duties and projects as required or assigned.
- Responsible for mail pickup, delivery and recording incoming and outgoing mail.

**(FOR A FULL JOB DESCRIPTION PLEASE SEE HUMAN RESOURCES)**

## **Education:**

- Minimum Grade 12
- Certificate in Office Management is an asset.

## **Knowledge, Skills and Abilities:**

- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- A professional, responsive, and positive work attitude is essential.
- Resourcefulness and flexibility.
- Previous experience in handling confidential or sensitive information; knowledge of applicable data privacy laws.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.

## **Requirements and Physical Demands:**

- Negative criminal record check is a requirement.
- Exceptional multi-tasking
- Knowledge of Blackfoot culture, language and appropriate protocols

**FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:**

**All documentation must to be received to be granted an interview.**



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