



# Cowessess First Nation #73

## Administration Department

### Employment Opportunity

<b>POSITION:</b>	<b>Receptionist</b>	<b>DEADLINE</b>
<b>CLASSIFICATION:</b>	Permanent – Full-Time	<b>May 17, 2024</b>
<b>Wage:</b>	Based on Cowessess Salary Grid	

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#### JOB SUMMARY:

This position is a multi-support position providing services to Membership, Administration and Chief & Council. The Receptionist will ensure accurate and timely information is delivered to Chief & Council, Cowessess personnel, and Cowessess Citizens by various means of communication (i.e. newsletters, electronic mail, faxing, phone calls, messages, etc.) Duties will include, but are not limited to: directing calls and inquiries to the appropriate department and staff; assist with maintaining all forms of communication for membership, Chief & Council and staff; record and deliver incoming/outgoing mail and messages; electronic and physical filing of all incoming mail, maintaining vehicle booking system, assist with office supply orders and maintaining an inventory list of all communication equipment for all departments. And any other assigned duties.

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#### QUALIFICATIONS:

- Minimum Grade 12 Diploma or equivalent;
    - Diploma or Certificate in Office Assistant or similar education would be an asset.
  - Must demonstrate strong professional written and verbal communication (i.e. telephone etiquette);
  - Must be familiar with various office equipment such as computers, phone system, fax machines, photocopier, mail equipment and any other office equipment;
  - Must be able to accurately maintain a general filing system, both electronic and hard copy;
  - Knowledge of programs, services and departments of Cowessess First Nation;
  - Must have sound knowledge of how a First Nation administration is operated;
  - Must have excellent communications skills to deal effectively with the public, Chief & Council, fellow employees, outside agencies and most importantly Cowessess Citizens;
  - Must possess the ability to take direction and work with minimum supervision;
  - Must be well organized, punctual, reliable and ensure confidential matters remain confidential;
  - Must be familiar with Microsoft office (outlook, word, excel)
  - Must have excellent time management skills.
  - Must be able to work effectively under stressful situations; and
  - Must possess a valid driver's license.
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#### ADDITIONAL INFORMATION:

**Complete applications should consist of the following:**

1. Cover Letter
2. Resume with three (3) references  
(2 of 3 must be professional references)
3. Criminal Record Check

**Please send applications to:**

**Cowessess First Nation  
Human Resources**

P.O. Box 100

Cowessess, Saskatchewan S0G 5L0

Tel: (306) 696-2520/Fax: (306) 696-2767

Email: [human.resources@cowessessfn.com](mailto:human.resources@cowessessfn.com)

