

Miywasin Friendship Centre (Medicine Hat)

Invites applications for the following:

Receptionist

We are looking for a friendly and reliable Receptionist to set the tone for our front office. This position is responsible providing phone and in-person reception services. This is a full-time, student position as per current funding requirements.

Key Responsibilities in this role:

- Act as the first point of contact for both current and future clients, volunteers, donors, and general community members.
- Answer Miywasin Friendship Centre's main phone-line, directing calls and taking messages as needed.
- Ensure the timely and accurate distribution of mail.
- Maintain member lists.
- Collect rent payments and donations.
- Collect registrations, bookings, and schedule meetings.
- Provide administrative support for events.
- Perform other duties as assigned.

Skills that will assist candidate to be most successful in this role:

- Excellent communication and interpersonal skills.
- Technologically savvy, comfortable with 3-line phone system, Microsoft Office suite, Apple and Windows based operating systems, printers, faxes and copiers.
- Strict time management skills.
- Ability to work independently.

Advantages to joining the Miywasin team:

- Supportive, encouraging leadership team.
- Benefits package, competitive salary.

Our ideal person will have:

- Must have Standard First Aid – Level C CPR training or willing to obtain.
- Before employment can commence, successful candidate must provide clean criminal record check and clean child intervention check.

Term: Full-time, this is a 6-month training position, with potential to continue beyond. Current funding requires a registered First Nation or Métis individual.

Hours: 40 hours/week, flexible schedule required with availability to work evenings and weekends.

Submit cover letter, resume and 3 references attention to:

Kim Desjarlais
Miywasinfriendshipcentre01@gmail.com
Miywasin Friendship Centre
517 3rd Street SE
Medicine Hat, AB T1A 0H2

No phone calls please.

COMPETITION will remain open until a suitable candidate for the position is found. Only qualified individuals will be contacted for an interview. We thank all those who apply.