



KTC Child & Family Services

Receptionist



Summary:

Reporting to the Human Resources Manager and as a member to the KTC Child & Family Services team, and is responsible for assisting with the administrative activities and for providing other clerical services for the office.

Duties:

- Routes telephone and in-office visitors to the appropriate worker and in the case of staff absence from the worksite, documents the purpose of the contact, follow up required and directs the information to the appropriate staff member.
- Provides both incoming and outgoing mail and messenger services.
- Maintains a daily schedule of staff's itinerary.
- Type's correspondence, letters, memos, reports and other relevant documents as requested.
- Copying and filing as requested.
- Maintains a working knowledge of the KTC CFS policies and procedures.
- The Child & Family Services Receptionist is a key team member and may be asked to carry out additional duties and activities related to the effectiveness and successful implementation of the KTC Child & Family Services program.

Knowledge & Skills:

Education: A post-secondary Certificate or Diploma in Office Administration. Education is considered an asset.

Skills & Experience: strong communication (verbal and written), planning and organization skills; ability to work as a team member, a sound understanding of office administration and office procedures; understanding of management information requirements; proficiency in computer based word processing and power point software programs; understanding and experience with First Nations' programs and organizations and with federal and provincial programs.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); Child Youth Information Module (CYIM) and Canadian Police Information Centre (CPIC) clearances; submit to oath of confidentiality; personal telephone or access to telephone; current first aid certificate (note: training will be provided if certificate not currently held); be willing to adhere to agency drug & alcohol policy; Alcohol and drug testing pre-screening will apply; ability to speak and/or understand the Cree language a strong asset.

Salary will be based on academic & professional qualifications
Closing date for applications July 20th 2022 @ 4:30 p.m.

Please forward to: Careers@ktccfs.ca

We thank all candidates for their interest; however, only individuals selected for an interview will be contacted.
www.ktccfs.com