



Anishinaabe Child & Family Services

Head Office

Fairford, Manitoba R0C 0X0

Tel: (204) 659-4546 Fax: (204) 659-5877



Outreach Office 56-1313 Border Winnipeg, MB R3H 0X4 Tel: 942-0788 Fax: 957-1734	Lake MB FN Box 1248 Lake MB FN MB, R0C 3K0 Tel: 768-2317 Fax: 768-9007	Ashern PO Box 451 Ashern, MB R0C 0E0 Tel: 768-2852 Fax: 768-2630	Pinaymootang First Nation Fairford, MB R0C 0X0 Tel: 659-5707 Fax: 659-5877	Little Saskatchewan First Nation St. Martin, MB R0C 2T0 Tel: 659-4403 Fax: 659-5391	Lake St. Martin First Nation Gypsumville, MB R0C 1J0 Tel: 659-5855 Fax: 659-5724	Dauphin River First Nation Gypsumville, MB R0C 1J0 Tel: 659-5810 Fax: 659-5816
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EMPLOYMENT OPPORTUNITY

RECEPTIONIST

WINNIPEG – OUTREACH OFFICE

Anishinaabe Child & Family Services is seeking an individual to fill a **full-time permanent position** as Receptionist at the Winnipeg Outreach Office – 56-1313 Border Street, Winnipeg, Mb. The Receptionist works directly under the supervision of the Human Resources Manager.

DUTIES:

- Provides general administrative and clerical support.
- Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.
- Receives and sorts mail deliveries.
- Records incoming mail and faxes.
- Prepare correspondence and documents.
- Control inventory relevant to reception area.

QUALIFICATIONS:

- High School Diploma or administrative certificate from a credible institution.
- Knowledge of administrative and clerical procedures.
- Knowledge of computers and relevant software application.
- Good writing and verbal communication skills.
- Good interpersonal skills.
- Must possess valid driver's license and own a vehicle.
- Ability to speak and understand an Anishinaabe language will be considered an asset.

The successful applicant will be required to complete a Criminal Check and Child Abuse Registry Check and sign an Oath of Confidentiality.

CLOSING DATE FOR APPLICATIONS: MONDAY, FEBRUARY 26, 2018 @ 12:00 NOON

PLEASE SUBMIT RESUME WITH THREE (3) REFERENCES TO:

HENRIETTA PRATT
Human Resources Manager
Anishinaabe Child & Family Services
56 – 1313 Border St.
Winnipeg, Manitoba
R3H 0X4
Email: Henrietta.Pratt@anishcfs.org
FAX: (204) 957-1734

We thank all who have applied but only those selected for an interview will be contacted.