



P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Receptionist
DEPARTMENT: Family & Community Support Services
STATUS: 3 Month Term
POSTING OPEN DATE: November 7, 2018 **POSTING CLOSE DATE:** November 22, 2018

GENERAL DESCRIPTION:

The Receptionist operates and maintains the Reception area with a focus on answering and directing all incoming calls/inquiries to the appropriate FCSS Employee; the incumbent must also be ready to perform routine clerical duties when necessary.

The ideal candidate will be professional and meticulous in carrying out duties and must present a pleasant attitude to the public and the organization in a professional manner

NECESSARY TRAINING AND EXPERIENCE:

- The Ideal Candidate must have a Certificate in Office Administration with a minimum of three years related work experience
- Must have a valid driver's license and a reliable mode of transportation

If you are interested in this opportunity, please submit a cover letter, resume, and copies of your credentials to:

Blood Tribe Administration Human Resources
P.O. Box 60
Standoff AB, T0L 1Y0
Attention: Marlene Blood
OR APPLY ONLINE @ www.bloodtribehr.com
DEADLINE: NOVEMBER 22, 2018

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please contact Marlene Blood @ (403) 737-8219.