



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

## BLOOD TRIBE ADMINISTRATION JOB POSTING

**POSITION TITLE:** Receptionist  
**DEPARTMENT:** Blood Tribe Housing  
**STATUS:** Term (1 Year)  
**POSTING OPEN DATE:** November 22, 2018      **POSTING CLOSE DATE:** December 6, 2018

---

### **GENERAL DESCRIPTION:**

The Receptionist operates and maintains the Reception area with a focus on answering and directing all incoming/inquiries to the appropriate Housing Employee; the incumbent must also perform clerical duties when necessary. The ideal candidate must 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 an Office Administrative Assistant Certificate and a minimum of three years working experience with the general public.

**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](http://www.bloodtribehr.com)  
DEADLINE: December 6, 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.**