



## **MOOSOMIN FIRST NATION**

Is seeking a full-time

# **Receptionist**

The successful candidate will be reporting to the Office Manager who will provide central reception to staff, Council, and guests at the Band Office and other MFN buildings, maintain the reception area, mail room and communications room (logging incoming/outgoing mail, distributing mail to relevant departments and updating general information materials in the office, orders office supplies as required, maintaining inventory, logging and distributing general materials such as purchase orders, expense claims and invoice requests. This is fantastic opportunity to earn competitive pay and Health Benefits.

**PURPOSE OF POSITION:** Provide receptionist, secretarial and clerical services to Moosomin First Nation programs and services as assigned, in accordance with generally accepted standards

**QUALIFICATIONS:** Ideally, the individual designated will hold a secretarial diploma or certificate complimented by a minimum of two (2) years related work experience. **On-the-job training opportunities may be provided.**

Alternatively, the individual designated should possess a Grade 12 education or equivalent. He/She should also possess excellent communication skills (i.e. written and verbal), above average computer skills and be experienced in maintaining office records.

The ability to speak the Cree language is an asset.

Preference will be given to Moosomin Band Members

**Term:** Permanent Full Time

**Posting Date:** July 14, 2021    **Closing Date:** August 5th, 2021

**Submit a letter and resume** MFN Human Resources

**DEADLINE FOR APPLICATIONS: August 5<sup>th</sup>, 2021 @3:30pm**

Moosomin First Nation  
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