

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: Administration Front Desk Representative

Department: Montana First Nation Administration

Closes: OCTOBER 30.2024

Montana First Nation is seeking a highly motivated individual to work as the Administration Front Desk Representative and will report to the Band Administrator. The Administration Front Desk Representative is responsible for providing receptionist support services to the Montana Tribal Administration. This incumbent will assist the Montana First Nation Chief and Council, Band Administrator and Administration staff with the overall management of the Reception/Switchboard area, while maintaining strict compliance to Montana First Nation policies and procedures.

Duties and Responsibilities:

1. Must carry out the duties of the Administration front desk by answering all in-coming telephone calls and relay phone calls to proper staff personnel and/or record messages
2. Must greet clients, ascertain nature of business and direct visitors to appropriate staff personnel and departments
3. Must receive and direct band member concerns to the appropriate individual(s)
4. Must record/register any staff appointments and submit reports to the Band Administrator on a regular basis
5. Must create and maintain a records system Staff In/Out and file in the Personnel Manager Office
6. Must work closely with the Band Administrator to ensure proper communication is occurring and that directives are being relayed to the proper individual(s)
7. Must receive and sort mail and document mail in Mail Register Log
8. Must have knowledge and efficient use of word processing and spreadsheets, as well as email and internet.
9. Must perform general office duties such as typing correspondence, filing documents and operation of office equipment
10. Must ensure the confidentiality and security of all employee information
11. Must maintain regular, consistent, and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures
12. Must have reliable means of transportation as tardiness, punctuality and reliability is important for this position
13. Must be prepared to sign Oath of Confidentiality
14. Any other related duties as assigned by the Band Administrator

Qualifications and Requirements:

1. Grade 12 Diploma is preferred
2. Training in Office Management or Business Administration is preferred
3. Minimum of 1 (one) to 2 (two) years' work experience with First Nations
4. Knowledge and understanding of the Montana First Nation Cree Language, Culture and traditions is an asset, with the ability to speak the Plains Cree Language preferred
5. Practice utmost level of professionalism, reliability and be punctual at all times
6. Must possess ability to write official letters, memorandums and required documents

Please send your **Cover Letter**, **Resume**, **Criminal Record Check** and **Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@montanafirstnation.com

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!