MI'KMAQ CONFEDERACY OF PRINCE EDWARD ISLAND

Job Opportunity
Receptionist

The main role of the MCPEI receptionist is to support the work of management and/ or other staff and contribute to the efficient day-to-day operations of MCPEI. The primary responsibilities of the position will be: greeting visitors to the organization in a professional and friendly manner, directing the general public to the appropriate staff member, answering general phone inquiries in a professional and courteous manner, and responding to public inquires with accurate information.

QUALIFICATIONS

- Minimum of Grade 12 education (or equivalent) combined with experience working in an office environment;
- Experience in computers and software programs including word processing, spreadsheets, Internet, and email.
- Very good judgement, strong inter-personal skills, ability to work independently, strong oral and written communication skills, effective analytical skills, initiative, willingness to be a team player;
- Basic knowledge of PEI Mi'kmaq culture and traditions;
- Valid driver's license and/ or access to reliable transportation.

Complete job description is available on the MCPEI website: www.mcpei.ca

HOURS OF WORK

Hours of work may vary from a minimum of 22.5 hours per week to a maximum of 37.5 hours per week. Standard hours of operation at the Mi'kmaq Confederacy of PEI (summer hours are 8:00a.m.-4:00p.m. and winter hours are 8:30a.m -4:30p.m.).

All qualifications being equal, preference may be given to those of Aboriginal descent. Please fax, mail or email a cover letter along with a detailed resume outlining qualifications and related work experience.

Deadline to apply: November 13th, 2013, by 3:00pm. Only those chosen for an interview will be contacted.

APPLY TO:

Mi'kmaq Confederacy of PEI
Irene Gallant, Director of Finance
200 Read Drive
Summerside, PEI C1N 5N7
EMPLOYMENT@MCPEI.CA
FAX: 902-436-5655