



Term Position:
Receptionist, Summerside Office

FULL DESCRIPTION

As the first point of contact to the Mi'kmaq Confederacy, the Receptionist will develop a broad understanding of the programs and services offered throughout the organization and will provide support to the administrative team. The Receptionist will manage entry to the office, greet visitors, answer general phone and email inquiries, prepare mailouts and provide other typical administrative assistance.

REPORTING TO:

Senior Operations Officer, Mi'kmaq Confederacy of Prince Edward Island

LENGTH OF TERM

April 1, 2015-August 31, 2015, with possibility of renewal or call-back

DUTIES RELATED TO ADMINISTRATION

- Serve as the first point of contact to all MCPEI visitors and directs them to the appropriate individual(s);
- Answer and direct all incoming calls (referring to the itinerary for location of staff when necessary);
- Check all deliveries with the waybill to ensure that the delivery is correct and undamaged;
- Monitor and control access to the facility
- Ensure common areas are kept orderly and that supplies are ordered accordingly;
- Process incoming mail and manage courier services (including maintenance of confirmation records for courier and registered mail);
- Process printing and faxing requests;
- Send, receive, and distribute faxes;
- Order and maintain office supplies;

- Maintain MCPEI contact databases, including First Nation member mailing addresses.
- Assist in the preparation of outgoing mail including mass mailings such as newsletters and publications;
- Coordinate boardroom bookings and catering as requested;
- Assist and serve as backup for the Administrative Assistant;
- Communicate administrative concerns to the Senior Operations Officer;
- Provide specific administrative assistant services as requested
- Build a productive, cooperative working climate within the team, the organization and with other stakeholders.
- Such other duties as may be directed by supervisor

WORKING CONDITIONS

Physical, Mental, Visual

Minimal physical activity is required and the work environment may be moderately stressful when dealing with the public and staying organized. Extended periods of computer work may lead to visual strain.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to organize own work, sets priorities, meet deadlines and follow-up on assignments with minimal direction;
- Ability to complete tasks in a professional and timely manner. Ability to take initiative
- Ability to understand and follow specific instructions and procedures;
- Ability to work both independently and in a team setting;
- Strong multi-tasking skills with attention to detail and accuracy;
- Ability to professionally liaise with all stakeholders;
- Must be proficient with basic computer software applications including word processing, spreadsheets, and internet software; must a capacity to work with both Microsoft Office and Google Docs.
- Must have keyboarding skills
- Ability to use analytical and problem solving skills;
- Ability to demonstrate effective verbal and listening skills;
- Knowledge of Prince Edward Island's First Nations Communities is an important asset;
- Sound written and oral communication skills;
- Exceptional organizational skills.
- Ability to work to a deadline.

PERSONAL SUITABILITY

- Willingness to take on a significant challenge and driven to succeed. Very good judgment, strong interpersonal skills, strong written communication skills, effective analytical skills, initiative, willingness to be a team player;
- Ability to maintain professionalism while working under stressful situations;
- Possess cultural awareness and sensitivity;
- Ability to focus on meeting deliverables within the required timeframe.
- Preference will be given to qualified Aboriginal candidates

HOURS OF WORK

- Hours of work will be in accordance to the 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.).
- A standard work week for this position is 37.5 hours unless otherwise specified in the employment contract.

There will also be additional hours worked to accommodate for meetings/workshops related to the position.

CLASSIFICATION

Term contract position.

QUALIFICATIONS

- Must have Grade 12 or equivalent,
- *Completion of a recognized office administration course is considered an asset
- A minimum of 1 year of related administrative support experience is considered an asset
- Must be proficient with basic computer software applications including word processing, spreadsheets, and internet software; must have a capacity to work with both Microsoft Office and Google Docs.
- Must have keyboarding skills
- Must have a valid driver's license and a plan for reliable and, ideally, independent transportation.
- Must have the ability to focus on meeting deliverables within the required timeframe (will be testing during interview process).
- All qualifications being equal, preference may be given to those of Aboriginal descent.

*Lacking a certificate in an administrative assistance program, the successful applicant must be committed to obtaining the required certificate a commitment to enroll recognized office administration course in Fall of 2015 or 2016 as a condition of hire.

For example: <http://www.hollandcollege.com/programs/administrative-assistant/>