



## **Term Position:**

Receptionist, Summerside Office

**Complete job description and list of qualifications can be found at [www.mcpei.ca](http://www.mcpei.ca)**

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## **SUMMARY**

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.

## **QUALIFICATIONS**

- Must have Grade 12 or equivalent,
- \*Completion of a recognized office administration course is considered an asset (\*see full description)
- 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.

## **HOURS OF WORK**

- Standard Work Hours are 8:30a.m -4:30p.m. (8:00 to 4:00 during Summer)
- Standard work week for this position is 37.5 hours

## **TO APPLY**

Please fax, mail or email a cover letter along with a detailed resume outlining qualifications and related work experience. Please provide 2 letters of reference.

## **APPLY TO:**

Mi'kmaq Confederacy of PEI  
Job Competition: Receptionist, Summerside Office  
200 Read Drive  
Summerside, PEI C1N 5N7  
Email: [info@mcpei.ca](mailto:info@mcpei.ca)  
FAX: 902-436-5655

## **DEADLINE**

Deadline to apply: March 18th, 2015, by 4:30 p.m.

Only those qualified applicants chosen for an interview will be contacted.