

Mi'kmaq Confederacy of Prince Edward Island

Job Description Receptionist (maternity leave)

POSITION OVERVIEW

The receptionist contributes to the efficient day-to-day operations of MCPEI and supports the work of management and/or other staff. The position is for 6 months starting in January 2017 with a possibility of up to 1 year.

REPORTING TO

Director of Aboriginal Justice/Manager Charlottetown Office, Mi'kmaq Confederacy of Prince Edward Island

DUTIES RELATED TO ADMINISTRATION

- Greet visitors to the organization in a professional and friendly manner
- Direct the general public to the appropriate staff member
- Answer general phone inquiries in a professional and courteous manner
- Re-direct calls as appropriate and take adequate messages when required
- Greet, assist and/or direct visitors to the Aboriginal Access Site
- Ensure the reception area and Aboriginal Access Site are tidy and organized
- Validate parking for MCPEI staff in Summerside/Lennox Island/Abegweit/Police only
- Respond to public inquiries with the accurate information
- Date stamp and sort all incoming mail, faxes and deliveries for distribution
- Prepare and send outgoing faxes, mail and packages
- Maintain the front desk filing system and file all correspondence
- Provide word-processing and secretarial support when needed
- Ensures the coffee area is clean and organized
- Order office supplies
- Maintain staff attendance record
- Perform other related duties as required

WORKING CONDITIONS

PHYSICAL, MENTAL, VISUAL

Minimal physical activity is required and the work environment should be minimally stressful when dealing with the public and staying organized. There may be occasional periods of travel away from the office environment to attend training and/or meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to be objective with critical thinking skills;
- Ability to understand and follow specific instructions and procedures;
- Proficient with basic computer software applications including word processing, spreadsheets and financial management software;
- Ability to maintain discretion regarding the confidentiality or disclosure of personal information;
- Ability to multi-task, identify priorities, and maintain a detailed work plan.
- Ability to use analytical and problem solving skills;
- Ability to demonstrate effective verbal, presentation and listening skills.

PERSONAL SUITABILITY

- Very good judgment, strong inter-personal skills, strong written communication skills, effective analytical skills, initiative, willingness to be a team player;
- Ability to maintain professionalism in all situations, especially while working under stressful situations;
- Possess cultural awareness and sensitivity;
- Ability to focus on meeting deliverables within the required timeframe.

LOCATION & HOURS OF WORK

Location of work will be at the MCPEI Charlottetown office. 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.

QUALIFICATIONS

- Minimum of Grade 12 or equivalent; combined with a minimum of one year experience working in an office environment;
- Knowledge of PEI Aboriginal communities,
- Knowledge of PEI Mi'kmaq culture and traditions;
- Demonstrate excellent interpersonal and communication skills.
- Must have positive attitude and people skills.
- Preference will be given to Aboriginal candidates.

This is a contact position for 6 months starting in January 2017 with a possibility of up to 1 year extension. Location of work will be in Charlottetown. The deadline to apply for this position is **December 8, 2016 at 4:00 pm**. For full job description, go to www.mcpei.ca. Please email your resume and cover letter to **tbernard@mcpei.ca** or mail to:

**Mi'kmaq Confederacy of PEI
Attn: Tabatha Bernard
200 Read Drive
Summerside, PE, C1N 5N7**