

Job Posting

Position: Receptionist – 1 year term

Peigan Board of Education is seeking to hire a reliable individual who will be responsible to manage the board office front desk on a daily basis and who will perform a variety of administrative and clerical support across the organization.

Duties & Responsibilities:

- Greet people entering the office;
- Answer questions and direct visitors to appropriate people or services;
- Answer, screen and forward telephone calls, take messages and provide information;
- Update and maintain a calendar of office events as the front desk;
- Accept messenger and courier deliveries – Purolator, DHL and others
- Perform clerical duties such as word processing, compiling and recording data, maintaining front desk files and inventories, operating office equipment, proof reading, stuffing envelopes;
- Sort and distribute fax correspondence (including faxes and electronic mail);
- Order and maintain office supplies;
- Operate and troubleshoot office equipment such as fax machines, photocopiers, voice mail messaging systems and computer scanning equipment;
- Assist other staff members, in a friendly and positive learner environment, in learning new electronic and technical office devices and equipment;
- Assist in managing events and taking responsibility of presentation table at open house and other such events;
- Other duties that may be directed by the Administrations Officer.

Education & Requirements

- Minimum high school diploma; additional certification in Office Administration preferential
- Minimum of one year work experience as a receptionist or similar role
- Clear Criminal Record Check and Intervention Check
- Demonstrated knowledge of Blackfoot Language & Culture
- Demonstrated knowledge with Microsoft Office Suite and office equipment
- Professional attitude and appearance
- Ability to work independently
- Demonstrates a high degree of verbal and written communication skills

Please, send your resume with a cover letter to via email, mail or fax to:

Lori Pard, HR Officer
Email: lpard@piikani.ca
Peigan Board of Education
P.O. Box 130
Brocket, AB T0K 0H0
Fax: 403-965-3713

Deadline: August 13, 2021