

# YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue  
Edmonton, AB T5S 2G8

## **EMPLOYMENT OPPORTUNITY**

The Receptionist reports to the Executive Assistant/Office Manager, performs clerical duties, and provides general office support. Serving as the first point of contact for visitors to the Council, the Receptionist provides administrative support across the organization; handles inquiries from the communities, nation members, clients and visitors, and ensure that administrative tasks are completed accurately and in a timely manner. The Receptionist is a valued member of the Yellowhead Tribal Council team.

### **QUALIFICATIONS:**

- Education – High School Diploma or GED,
- Experience with First Nations customs, practices and values and Professional Certification in Administration,
- Experience – Requires three (3) years working experience in Administration,
- Understand and know one of the YTC languages (Cree, Nakota, and Salteaux) an asset.
- Excellent Communications skills,
- Attention to detail and high level of accuracy,
- Clean Criminal Record Check

### **Other qualifications include:**

- Skills – time management skills and organizational skills
- Abilities – must be task-oriented, self-motivated and energetic
- The incumbent must have an extensive amount of knowledge and proficiency in Microsoft Office Suite programming (outlook, word, excel and PowerPoint)
- Requires experience and skills in office administration,
- Time and stress management skills
- Maintain a high level of professionalism in all interactions

### **SUMMARY OF DUTIES:**

Duties include flexible responsibilities that encourage the incumbent to 'work outside the box' and within reason. These include, but are not limited to, the following:

- Greeting visitors, welcoming, directing, and announcing them as appropriate
- Answering, screening, and forwarding incoming phone calls while providing basic information when needed
- Receiving and sorting daily mail and other deliveries
- Maintaining security by following procedures
- Schedule meetings and booking rooms
- Maintaining the confidentiality of paper-based and electronic documents
- Maintain records of outgoing and incoming mail
- Performing other clerical duties, such as filing, photocopying, collating, faxing, etc.
- Ordering office supplies – as needed

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- Weekly ordering of kitchen supplies – as required
- Other duties as required
- Understanding of the Receptionist position in a Tribal Council setting
- Understanding of the Yellowhead Tribal Council and its entities
- Understanding of the necessary confidentiality required with respect to any information that comes to the desk

## WORKING CONDITIONS:

- Work during the hours of 8:30am to 4:30pm Monday thru Friday
- Travel when required and a Class 5 drivers
- Able to occasionally lift items as heavy as 25 lbs.
- Manual dexterity required to use desktop computer and peripherals.
- Required to climb two flights of stairs (3 floors)

Salary will be determined according to qualifications and experience, with a generous benefits package at the end of a mandatory probationary period.

Please forward a cover letter and current resume to: Joy Sandy

Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181 or drop off at sub-office address

This employment competition closing date **July 15, 2024 at 4:30PM**, only those candidates who fit criteria will be contacted.

Yellowhead  
Tribal Council