

# 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, 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:**

- Requires experience and skills in office administration
- The incumbent must have an extensive amount of knowledge and proficiency in Microsoft Office Suite programming (outlook, word, excel and powerpoint).
- Excellent Communications skills
- Attention to detail and high level of accuracy
- Time and stress management skills
- Maintain a high level of professionalism in all interactions

Other qualifications include:

- Education – High School Diploma
- Skills – time management skills and organizational skills
- Abilities – must be task-oriented, self-motivated and energetic
- Other characteristics - familiar and known to First Nations customs, practices and values
- Professional Certification
- Experience – Requires a minimum of one (1) to three (3) years working experience in administration
- Ability to speak one of the YTC languages (Cree, Nakota and Salteaux) an asset.

### **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.

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- Ordering office supplies – as needed
- 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  
Salary range: TBD

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 **March 15, 2024**, only those candidates who fit criteria will be contacted.

**\*Preference will be given to candidates from the YTC Member Nations\***

Yellowhead  
Tribal Council