



INTERNAL/EXTERNAL POSTING

Invites applications for a

RECEPTIONIST – SUMMER STUDENT EMPLOYMENT PROGRAM TERM POSITION

PENDING APPLICATION APPROVAL

Classification: \$13.00 per hour
Hours of Work: 7.25 hours per day
Competition Number: 2020016-REC-P
Location: Portage la Prairie, Manitoba

The Summer Student Employment Program provides career related work experience opportunities for Metis, Non-status and Inuit students through the support of the Manitoba Metis Federation. The incumbent will provide customer services and reception services to families, visitors and office staff.

Eligible Participants:

- **Declaration of Metis, Non-Status or Inuit.** *Applicants are encouraged to self-identify in their cover letter.*
- Must be students between the ages of 17 – 30 years old who attended school full-time during the preceding year and who intend to return to school on a full-time basis in the following academic year. **(Part time and distance education students do not qualify)**
- Must be legally entitled to work in Canada

Qualifications:

- Intermediate MS software skills
- Ability to enter data according to specified format and ensure data integrity and accuracy
- Ability to sort and distribute incoming and outgoing forms
- Demonstrated understanding of Métis and Inuit culture and communities
- Strong interpersonal skills
- Good organizational and time management skills
- Advanced communication skills, both written and verbal
- Ability to maintain highly sensitive and confidential information in all interactions
- Ability to work cooperatively within a team environment and independently
- Ability to interact with people in a respectful, tactful, diplomatic and professional manner
- Ability to produce an acceptable Child Abuse Registry Check, Prior Contact Check and Criminal Records Check

Key Duties and Responsibilities:

- Receive and register documents for data collection
- Enter data according to specified format while ensuring data accuracy and integrity
- Sort and distribute incoming and outgoing forms
- Maintain adequate and accurate hard and electronic files
- Perform clerical duties, such as maintain filing and record systems
- Provide back-up coverage to the front reception desk
- Perform general office duties; faxing, scanning, etc
- Other duties as assigned

Your cover letter and resume must clearly indicate how you meet the qualifications.

Please visit <https://michif.bamboohr.com/jobs/view.php?id=32> to apply.

Human Resources
Michif Child and Family Services,

Email: hr@michifcs.com

Applications will be accepted until 12:00 pm, Friday, April 17, 2020.

We thank all who apply, however, only those selected for an interview will be contacted.