



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Métis Nation's Manitoba Métis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development, natural resources, social services and community liaison support programs.

RECEPTIONIST

The **Manitoba Metis Federation** seeks to fill one (1) full-time **Receptionist** position located at Home Office in Winnipeg, MB; remuneration is \$21,708 - \$29,211 per annum depending on education and experience.

Based at Home Office and working under the direction of the Finance and Human Resources Director, the Receptionist is responsible for answering a multi-line telephone console, greeting and directing visitors, salespersons and customers to appropriate locations and parties. The receptionist receives, processes and distributes incoming and outgoing mail and deliveries as well as providing administrative support to the Executive Director and as reception for various departments throughout the MMF.

Skills and Qualifications:

- Secondary school diploma or equivalent (GED);
- Experience working in an office environment is considered an asset;
- Experience handling high volume calls;
- Experience in operating a multi-line switchboard;
- Experience working with the public would be considered an asset;
- Experience creating and maintaining filing systems including both hard copy and electronic files is considered an asset;
- Ability to meet deadlines while multitasking in a fast-paced environment;
- Ability to work with minimal supervision and pay close attention to detail;
- Proficiency in a variety of computer applications including MS Office Suite;
- Excellent communication skills;
- Strong analytical and problem solving skills;
- Strong oral and written skills and the ability to communicate in French is an asset;
- Knowledge of facsimile machine, photocopier, postage machine and other basic office equipment;
- Knowledge of Metis culture;
- Knowledge of MMF programs and services;
- Acceptable Criminal Records Check; and
- Valid Manitoba Driver's License and able to travel.

Preference will be given to qualified Métis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Please forward covering letter and resume by Tuesday, July 4, 2017 to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or email to: resumes@mmf.mb.ca or fax to (204) 947-1816.

All our job postings can be found at www.mmf.mb.ca