



Invites applications for a
**Receptionist – SUMMER STUDENT
TERM POSITION (Pending Application Approval)**

Classification: \$13.00 per hour
Hours of Work: 7.25 hours per day
Competition Number: 20170020-REC-P
Location: Portage La Prairie, Manitoba

The Canadian Summer Jobs Program provides career related work experience opportunities for Aboriginal students.

Student must meet the following criteria:

- be between the ages of 18 and 30 years old
- was registered as a full-time student during the preceding academic year
- intends to return to school on a full-time basis during the next academic year

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 submit your resume under cover letter indicating the competition number to:

Human Resources
Michif Child and Family Services,

Email: hr@michifcs.com

Applications will be accepted until 12:00 pm, Friday, May 19, 2017.

*We thank all who apply, however, only those selected for an interview will be contacted.
Preference will be given to Métis and/or Inuit applicants. Applicants are encouraged to self-identify in their covering letter.*