



Metis Child, Family & Community Services (MCFCS) Agency is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community-based child protection and support services for Metis and Inuit people in Manitoba.

RECEPTIONIST

FULL TIME PERMENANT POSITION

Position: Receptionist
Competition: MCFCS-REC-2018.023
Hours of Work: 7.25 hours per day
Classification and Salary: AY2, \$17.60 - \$19.95 per hour
Location: Winnipeg, MB

The Receptionist is responsible for providing excellent customer reception services to families, visitors and office staff. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

Main areas of Key Responsibilities and Activities

- Answers and transfers all incoming calls.
- Handles intakes and scans to designated Director of Services and Quality Assurance Coordinator.
- Greets and directs families and visitors.
- Handles incoming / outgoing couriers.
- Maintains logging systems for mail, fax and courier.
- Based on location, may need to direct families to the correct visiting rooms.
- Orders, distributes and handles bus passes and bus tickets.
- Maintains pamphlet boards.
- Maintains online booking system for meeting rooms.
- Books flights and hotels.
- Orders office supplies and maintains office supply inventory.
- Maintains purchase order system.

Education and Experience

- Grade 12 with 2 years' experience in providing reception services in a large office setting.
- Experience in MS Software applications: Access, Outlook, Excel, and Word.
- One year in an administrative role preferably within a Child and Family Services environment.

Knowledge, Skills and Abilities

- Demonstrated knowledge of Metis and Inuit cultures.
- Excellent interpersonal and organizational skills.
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively in a participative work environment.
- Ability to adapt to changing requirements, maintaining effectiveness and efficiency in varying circumstances.
- Ability to manage multiple projects and handle a large volume of work.
- Ability to maintain confidentiality within and outside the Agency.
- Ability to establish and maintain effective relationships with employees, committees, work groups and the public.
- Strong attention to detail.

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, Prior Contact Check and a Driver's Abstract upon hire at their own expense. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment.

MCFCS offers a supportive and progressive work environment, competitive salaries, excellent benefits package and training opportunities.

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

Human Resources
Metis Child, Family and Community Services Agency
100 Sutherland Avenue Winnipeg, Manitoba R2W 3C7
FAX: 204-942-6444 or email: recruitment@metisauthority.com

Deadline for applications: 4:30 p.m. Tuesday, April 3, 2018.

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

Preference will be given to Metis and Inuit applicants.