



Southeast Resource Development Council Corp.

Head Office:

Box 30
Scanterbury, Manitoba R0E 1W0
Tel: 204.766.2386 Fax: 204.766.2716

Winnipeg Office:

6th Floor - 360 Broadway Avenue
Winnipeg, Manitoba R3C 0T6
Tel: 204.956.7500 Fax: 204.934.0374

Front Receptionist (Indefinite Term)

Southeast Resource Development Council Corporation (SERDC) is seeking a motivated, experienced and reliable individual for our organization to fill a full-time term position as SERDC's Front Receptionist. SERDC's Front Receptionist provides a vital link between our community members and leaders and our organization's staff and services.

The candidate must have a positive attitude, excellent customer service skills and a strong administrative background. You will be need to be able to work in a busy work environment and have the ability to multitask. Our preferred candidate will be able to manage their time effectively, execute all administrative tasks to the highest quality and have good communication and interpersonal skills.

If you are a senior administrative professional who is looking to support a dynamic organization, we'd like to hear from you.

Responsibilities

- Act as the first point of contact between the SERDC management and service delivery teams and SERDC leadership, our clients, stakeholders, federal/provincial government and other Aboriginal organizations.
- Greet and welcome guests warmly upon their arrival.
- Be able to work independently and respond effectively to issues that arise in the absence of management.
- Answer and screen all incoming calls, take messages and redirect calls within the SERDC organization.
- Handle requests and queries appropriately and efficiently.
- Receive, record and distribute mail and courier deliveries to appropriate SERDC personnel.
- Book and maintain schedule of meetings and appointments and provide reminders as required.
- Prepare agendas, attend meetings, and record/transcribe minutes as requested.
- Type/edit of various documents using Microsoft Office.
- Maintain the established documents and filing system.
- Operate office equipment (e.g. photocopier(s), scanner, fax machine, voice mail & messaging systems).
- Arrange travel and accommodations and prepare travel expense claims.
- Plan, manage and execute SERDC events.
- Keep the front reception area, boardrooms and main coffee room neat and tidy.
- Manage boardroom schedule and rentals, boardroom preparation, catering for meetings and boardroom clean-up.

Education & Qualifications

Education & Experience

- Grade XII or equivalent;
- Successful completion of a recognized post-secondary Administrative program;
- Five (5) years administrative/office experience.
- Combination of education & experience as determined by SERDC.



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Qualifications

- Knowledge of SERDC and its member First Nations, organization and programs.
- Excellent customer service & English communication skills.
- Excellent written communication skills.
- Excellent understanding and application of MS Office programs.
- Must demonstrate attention to detail and organizational skills, and enjoy working in a team environment.
- Full comprehension of office management systems and procedures.
- Ability to deal with highly sensitive and confidential information as part of receptionist duties. Discretion and confidentiality are a must.
- Ability to multitask and prioritize workload.
- Switchboard experience.
- Must have an excellent employment record.

SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive and reflective of the population it serves. Preference will be given to qualified SERDC or First Nation members who voluntarily self-declare in their application.

This is an indefinite term position located in our Winnipeg office. We thank all applicants for their interest in this position, however only those selected for interviews will be contacted.

Deadline for application: Open until filled.

Please send current resume in confidence to:

Rhonda Kirkness

Director of Human Resources
6th Floor – 360 Broadway Avenue
Winnipeg, MB R3C 0T6
Email: rhondak@serdc.mb.ca
Phone: (204) 956-7500
Fax: (204) 956-7382