



Manitoba Keewatinowi Okimakanak Inc.

Head Office

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Thompson Sub-Office

206-55 Selkirk Avenue
Thompson, Manitoba
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102-1700 Ellice Avenue
Winnipeg, Manitoba
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Employment Opportunity FRONT DESK RECEPTIONIST/INTAKE CLERK ISET Thompson Training & Support Centre – Full Time

Manitoba Keewatinowi Okimakanak Inc. (MKO) is seeking a self-starting, highly motivated, experienced individual to provide reception and client intake to our ISET **Thompson Training & Support Centre**. Under the direction of the Indigenous Skills & Employment Training (ISET) Program Manager, the incumbent will work in an environment focused on the delivery of ISET programs and services. This includes providing support to clients utilizing the Minimum Level of Service area and administrative support to the ISET staff team.

Duties and Responsibilities:

- Be the first point of contact for visitors and clients
- Track staff time, receiving and logging absences and submitting to Payroll every Monday
- Organize boardroom and training room bookings
- Arrange meetings on Microsoft Teams and Zoom
- Order office supplies and equipment as needed
- Assist staff and visitors with printing, photocopying, and faxing
- Receive, log and distribute incoming and outgoing mail
- Answer the main phone line and assist or forward callers
- Take notes in meetings as requested
- Assist the IT team as needed
- Scan and add to the MKO ISET digital archives
- Other administrative duties as assigned

Experience and Qualifications:

- An Administrative or Clerical related certificate or diploma will be considered an asset. An equivalent combination of education and experience will be considered.
- Reliable and dependable in performing job-related tasks
- Excellent organizational skills and the ability to set priorities
- Ability to adapt to a changing routine
- Ability to work independently and as part of a team
- Proficient computer skills including: Microsoft Office and E-mail
- Experience using Apple and Windows technology
- Willingness to learn different computer programs and procedures
- Proof of double vaccination required
- Must possess a valid driver's license and be willing to travel, with access to a reliable vehicle.
- Ability to lift 20-40 pounds
- Provide a current (within 3 months) Criminal Record Check, including Child Abuse Registry Screening
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by: 4:00 PM on **November 23, 2023 to: employment@mkonorth.com**

We thank all applicants for their interest. Only those selected for an interview will be contacted.