



Manitoba Keewatinowik Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY – REPOST

Receptionist/Intake Clerk Fulltime Position – Thompson, MB

Manitoba Keewatinowik 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.

Roles 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 to appropriate staff;
- Take notes in meetings as requested;
- Assist the IT team as needed;
- Scan and add to the MKO ISET digital archives;
- Complete intake application process with community members/clients and provide information on ISET programs and services and community resources;
- Gathering relevant client information, verify client eligibility and identify client needs;
- Provide referral to relevant Sub Agreement Holder if client is seeking sponsorship for training;
- Maintain career/education resource area and provide access to Minimum Level of Service area (computer access, printing and copying services);
- Perform other duties as assigned.

Education and Experience

- 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;
- Preference will be given to First Nations applicants.

Salary is dependent upon qualifications and experience

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 March 12, 2024 to:

Elaine Paisley at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com