



# Manitoba Keewatinowî Okimakanak Inc.

Head Office  
Nisichawayasihk Cree Nation  
Nelson House, Manitoba  
R0B 1A0  
[www.mkonation.com](http://www.mkonation.com)

■Thompson Sub-Office  
206-55 Selkirk Avenue  
Thompson, Manitoba  
R8N 0M5

Winnipeg Sub-Office  
Suite 102-1700 Ellice Avenue  
Winnipeg, Manitoba  
R3H 0B1

## **EMPLOYMENT OPPORTUNITY** **Receptionist** **Full Time Thompson, MB**

Manitoba Keewatinowî Okimakanak Inc. (MKO) is seeking an organized, highly motivated, experienced individual to provide reception and administrative support to our Thompson office. Under the direction of the Office Manager, the receptionist will work in a fast-paced environment and provide administrative and office support for staff. Be able to lead as well as take direction and being comfortable with collaboration. All work will be carried out in a manner consistent with MKO's policy and Indigenous culture and values.

### **Roles and Responsibilities**

- Be the first point of contact for visitors and clients;
- Organize boardroom and training room bookings;
- Arrange meetings on Microsoft Team, Zoom and LifeSize;
- Order office supplies and equipment as needed;
- Assist staff and visitors with printing, photocopying and faxing;
- Receive and distribute incoming and outgoing mail;
- Answer the main phone line and assist or forward callers;
- Other administrative duties as assigned: travel claims, bank deposits, etc.;
- MKO is political advocacy organization that works to represent the leadership and member First Nations. All staff at MKO may be given other duties as assigned that enable MKO to fulfill the mandate and responsibility to its member communities.

### **Education and Experience**

- Administrative Assistant training and/or minimum 3 years' experience in an office setting;
- Reliable and dependable in performing job-related tasks;
- Excellent organization 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, Internet, and E-mail;
- Experience using Apple and Windows technology;
- Willingness to learn different computer programs and procedures;
- Ability to lift 20-40 pounds;
- Provide a current (within 3 months) Criminal Record Check, including Child Abuse Screening;
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities.

- Preferred; a valid driver's license and be willing to travel, with access to a reliable vehicle.

Salary is dependant 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 p.m. on May 26, 2025** to:

Human Resources at [employment@mkonorth.com](mailto: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](http://mkonation.com)*