



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Receptionist – Band Administration

About Piapot First Nation

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

Job Summary:

Reporting to the Band Administrator, the Receptionist position is responsible for ensuring a positive work climate in the front area of the band office. The receptionist is responsible for all administrative duties including greeting, answering phones, and the list of duties below.

Duties:

- Answer phones in a professional manner, re-direct calls as necessary and take messages.
- Provide excellent customer service.
- Provide a welcoming environment by greeting guests and answering their questions or concerns
- Provide administrative services when requested by other departments, and schedule appointments as needed.
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail;
- Ensure all incoming and outgoing mail is recorded electronically accurately;
- Monitor inventory and order materials, supplies and services;
- Maintain and update filing, inventory, mailing and database systems, either manually or using a computer;
- Compile, copy, sort and file records of office activities, business transactions, and other activities;
- Monitor external and internal contacts are updated and maintained;
- Operate and maintain office machines, such as photocopiers and scanners, facsimile machines, mail machines and personal computers;
- Preparing meeting rooms and ensuring coffee room is clean and coffee is made.
- Ensure electronic and computerized administration records are backed up daily/weekly;
- Provide administrative services when requested by other departments.
- Schedule and manage the payments of events booked with the band hall
- Creates and distribute company memos through emails and letters
- Bondable for handling cheques for the finance department, receiving and mailing payments
- Keeps the work place neat and tidy.
- Monitor supplies and services

Qualifications:



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- The Receptionist should have a formal education in office administration, or related certification with a combination of at least one (1) years' experience.
- Must be willing to travel, possess a valid driver's license and a reliable vehicle, and submit a current Criminal Record Check.

Required documents:

- Cover Letter, Resume and three current references with telephone numbers
- Photocopy of your valid Driver's License

DEADLINE: October 30th, 2024 @ 4:30 PM

Please submit your required documents as noted above to:

Email: hr@piapotnation.com

ATTENTION: Human Resources

Piapot First Nation

General Delivery, Zehner SK S0G 1K0

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.