



**miskanawah**

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## **Full-Time Receptionist**

<b>Location:</b>	2335 – 30 Avenue NE (Airways Location) 2340 – 1 <sup>st</sup> Avenue NW (Kensington Location)
<b>Position Type:</b>	Full-time; Salary
<b>Hours:</b>	Monday – Friday (37.5 hours per week)
<b>Program:</b>	Administration

### **Position Summary:**

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions, and evidence-based practices in human services, to support vulnerable children, youth and families.

Reporting to the Administrative Support Manager, the Receptionist is the first point of contact for community guests, staff members and Elders. Duties include welcoming guests, receiving telephone calls and emails, and attending to requests for assistance in a professional and courteous manner. The Receptionist also ensures common areas are organized, tidy, and inviting.

### **Responsibilities:**

- Answering and directing phone calls to appropriate staff and departments
- Greeting guests, including Elders, in a professional and respectful manner
- Managing daily room bookings
- Preparing schedules for the following day
- Cleaning, organizing, and helping out wherever possible
- Keeping the kitchen and common spaces tidy
- Washing equipment and supplies when required
- Supporting with administrative/office tasks when requested

### **Skills and experiences:**

- Knowledge of and willingness to engage in Indigenous cultural traditions
- Superior organizational skills and ability to multi-task
- High level of initiative, attention to detail and follow-up
- Excellent interpersonal and written communication skills
- Experience with crisis management
- Exceptional problem-solving skills
- Strong teamwork skills
- Ability to adapt to changing priorities

### **Requirements:**



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- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Open to working with diverse groups of individuals
- Ability to work effectively both independently and as part of a team
- Competency in Microsoft applications including Word, Excel and Outlook
- Strong people skills: friendly, energetic, calm under pressure
- Self-motivated, uses initiative, and detail oriented
- Exceptional verbal, and written communication skills
- Ability to exercise good judgment and maturity
- Proven organizational, time management and multi-tasking skills
- Ability to work a flexible schedule

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit resume to [careers@miskanawah.ca](mailto:careers@miskanawah.ca) and reference "Receptionist" in the subject line. We thank all applicants, however, only those selected for interview will be contacted.