



DAKOTA OJIBWAY TRIBAL COUNCIL – ADMINISTRATION EMPLOYMENT OPPORTUNITY

POSITION: OFFICE ASSISTANT / RECEPTIONIST

LOCATION: Dakota Ojibway Tribal Council
230-5010 Crescent Road West, Keeshkeemaquah, MB

CLOSING DATE: Friday, July 8, 2022 at 12pm
(*Internal posting; open to DOTC employees and DOTC member communities*)

OFFICE ASSISTANT / RECEPTIONIST

Under the direction of the Executive Secretary, the Office Assistant / Receptionist is responsible to provide general office and clerical support to Dakota Ojibway Tribal Council (DOTC) Administration and Finance.

KEY RESPONSIBILITIES:

- Perform and provide administrative functions for the DOTC Headquarter Office, Finance & Administration.
- Answer all incoming calls, direct calls, and provide basic DOTC information
- Greet visitors in a professional and courteous manner and direct to the appropriate personnel/department
- Maintain office equipment for Administration/Finance Office
- Type correspondence, reports, memos and documents as assigned
- Responsible to review all incoming mail, date stamp, record and distribute to appropriate person daily.
- Ensure all outgoing correspondence is mailed/faxed/emailed on a daily basis
- Schedule and maintain meeting arrangements for Director of Operations.
- Support Executive Secretary in minute taking for Program Manager Meetings as needed
- Responsible for DOTC boardroom scheduling and coordination of requests
- Oversee set up and cleanup/sanitation of DOTC Boardroom
- Provided assistance and support to Executive Secretary in the organization of major DOTC events (i.e. DOTC Golf Tournament, AGM, etc.)

QUALIFICATIONS:

- Minimum two (2) years' experience or an equivalent combination of education and experience
- Must be reliable and punctual
- Excellent customer service skills
- Strong organizational skills and ability to multitask
- Ability to time manage with strong written and verbal communication skills
- Proficient in computer skills, including Microsoft Office (Word and Excel) and an understanding of office equipment
- Must be bondable

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle

We thank all who apply and advise that only those selected for an interview will be contacted.

**Interested applicants are invited to forward a resume and cover letter,
Including two (2) reference letters from most recent employers to:
DAKOTA OJIBWAY TRIBAL COUNCIL Attn: Erica Nicholson
Ph: (204) 239-8650 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca**