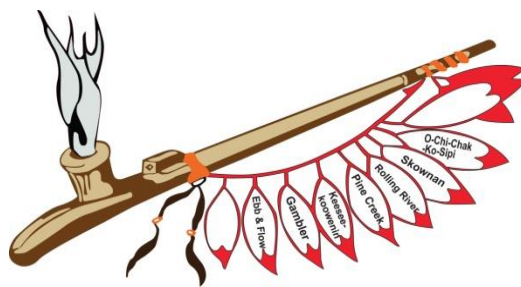


West Region Treaty 2 & 4 Health Services Inc.

HEAD OFFICE

Skownan First Nation
P.O. Box 104
SKOWNAN, Manitoba
R0L 1Y0
PH: 204 628 3333



SUB-OFFICE

Unit 16 – 2nd Floor
317 Main Street North
Dauphin, Manitoba R7N 1C5

Telephone: 204 622 9400
Fax: 204 622 9449
Toll Free: 1 866 385 9400

**Please direct all correspondence to:
HEAD OFFICE address**

West Region Treaty 2 & 4 Health Services Job Posting – 0.5 PY Receptionist (1/2 Time – Permanent)

West Region Treaty 2 & 4 Health Services seeking a ½ Time-Permanent Receptionist to manage our front desk on a ½ time basis and to perform a variety of administrative and clerical tasks.

As a receptionist, you will be the first point of contact for our company. Our receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit our organization. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

To be a successful candidate, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role may require working in shifts, so flexibility is a plus.

Ultimately, the Receptionist's duties and responsibilities are to ensure the front desk welcomes clients/guests positively and executes all administrative tasks to the highest quality standards.

Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare purchase orders
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Requirements and skills:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school diploma: additional certification in Office Management is a plus

Deadline: January 29, 2025 @4:00 pm

Salary based on education/experience

Please forward resumes to:

Melanee Deschambeault, Financial Administrator
Mail: 317 Main Street North, Dauphin, MB R7N 1C5
Email: mdeschambeault@wrtchealth.com
Fax: (204) 622-9400