



**JOB POSTING
RECEPTIONIST**

**1 Full-Time Position for Innu Education Board Office
Temporarily located in Happy Valley-Goose Bay**

The Receptionist will work under the direction of the Assistant Director of Human Resources and the EA for the Chief Executive Officer. The receptionist will be mainly responsible to answer any incoming calls to the organization and can be directed to handle administrative duties such as filing, word processing, etc.

Key Responsibilities

- ❖ Answering phones, taking memos, and maintaining files.
- ❖ Sending and receiving correspondence.
- ❖ Greeting clients and customers.
- ❖ Monitoring and recording expenditures.
- ❖ Creating spreadsheets and reporting expenses to office managers.
- ❖ Planning events, scheduling appointments and preparing presentation material.
- ❖ Storing, organizing and managing files.
- ❖ Typing, editing, and proofreading documents.
- ❖ Recording minutes of meetings.
- ❖ Coordinate, plan and make travel arrangements for staff as needed.
- ❖ Perform other related duties as required.

Qualifications

- ❖ Grade 12 or equivalent.
- ❖ Ability to speak in both Innu-Aimun and English.
- ❖ Efficient knowledge of Microsoft Office.
- ❖ Excellent organizational and time-management skills.
- ❖ Exceptional customer service skills.

Salary: MT-IE Salary Scale

Closing date: November 3, 2022

Competition Number: MTIE-002-2022

Please send resume, references and quote competition number to:

Rena Penashue, Assistant Director of Human Resources
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