

Battle River Métis Territory Office
1530 27 Ave NE, Unit 124, Calgary, AB, T2E 7S6
(403) 569-8800

Receptionist

Location: Unit 124, 1530 27 Ave NE, Unit 124, Calgary, AB

Closing Date: December 29, 2023

Starting Date: January 15, 2024

Position Status: Full Time (40 hrs per week), Temporary with the possibility of extension
(End Date: Mar. 31, 2024)

The Organization

Since its inception in 1928, the Métis Nation of Alberta, now known as the Otipemisiwak Métis Government (OMG), has governed the Métis within Alberta. The OMG is led by a democratically elected Citizen's Council. This Council works toward the mandate of the OMG, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The OMG promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-government. For more information about the MNA, visit <http://www.albertametis.com>.

The Opportunity

The OMG Battle River Métis Territory office is recruiting a temporary full-time Receptionist based in Calgary, AB. The successful candidate will be responsible for handling administrative tasks; implementing effective filing and finance processes; answering phone calls and forwarding them to appropriate department and/or taking messages; assisting community members and answering their questions; assisting possible new members with questions surrounding applications; and generally being a helpful and positive presence in the workplace. The successful candidate will have excellent communication skills and will be required to both take direction and work intuitively to support the completion of the OMG's goals and objectives in a professionally and culturally appropriate manner.

Key Responsibilities

- Ensuring that administrative and clerical tasks are supporting the office in a timely and efficient manner.
- Operate office equipment such as computers, photocopiers, phone systems and scanning equipment.
- Perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Prepare and distribute internal and external correspondence including, but not limited to, meeting agendas, letters, reports, briefings, and meeting minutes.
- Assist team members with data entry of Citizenship Applications, as required.
- Develop and maintain an accurate and up to date records management system (including classifying and coding electronic and hardcopy files).
- Ensure the safeguarding of all confidential files.
- Present a positive and professional image of the organization when interacting with employees, citizens, visitors, and other external stakeholders.
- Develop and maintain relationships with internal and external stakeholders including, but not limited to, the Executive Department, management, OMG employees, Métis community, and business partners.
- Other duties as assigned.

Skills & Competencies

- Strong computer skills with the ability to adapt to new technology and software.
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint).
- Ability to effectively maintain filing systems and databases.
- Strong writing, editing, and proofreading skills.
- Sound planning, prioritization, and execution skills.

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- Exceptional organization and time management skills with the ability to manage multiple priorities.
- Superior written and oral communication skills, including professional email etiquette.
- Excellent interpersonal skills, with the ability to build strong relationships.
- Recognized strength in supporting teams and providing administrative and clerical support.
- Ability to work independently as well as part of a team.
- Flexible and adaptable to work in a diverse and fast paced environment.
- Strong sense of ethics and the ability to maintain a high level of confidentiality in all interactions.
- Political and cultural sensitivity.
- Knowledge of Métis history, culture, and issues affecting Métis people. An in-depth understanding of the OMG and Métis culture is an asset.

Other Requirements

Position will be based at the Otipemisiwak Métis Government – Battle River Métis Territory Office in Calgary, AB.

- Availability to work Monday to Friday 8:30 am – 4:30 pm.
- Reliable transportation to and from office.

Apply by email at: sgervais@metis.org

The Otipemisiwak Métis Government – Battle River Métis Territory Office thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.