



KAINAI

P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Receptionist
DEPARTMENT: Blood Tribe Housing
STATUS: Term (18 Months)

POSTING OPEN DATE: July 9,2021

POSTING CLOSE DATE: July 23, 2021

GENERAL DESCRIPTION:

The Receptionist operates and maintains the Reception area with a focus on answering and directing all incoming/inquiries to the appropriate Housing Employee; the incumbent must also perform clerical duties when necessary. The ideal candidate must be professional and meticulous in carrying out duties and must present a pleasant attitude to the public and the organization in a professional manner.

NECESSARY TRAINING AND EXPERIENCE:

- The Ideal candidate must have an Office Administrative Assistant Certificate and a minimum of three years working experience with the general public.

If you are interested in this opportunity, please submit a cover letter, resume, and copies of your credentials to:

If you are interested in this opportunity, please submit a Cover letter, Resume, Criminal Record Check and copies of your credentials to:

Blood Tribe Administration Human Resources

P.O. Box 60

Standoff AB, T0L 1Y0

Attention: Marlene Blood

OR APPLY ONLINE @ www.bloodtribehr.com and/or mblood@bloodtribe.org

DEADLINE: July 23, 2021

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please email questions to mblood@bloodtribe.org or call Marlene Blood @ (403) 737-8219.