



## **COWESSESS FIRST NATIONS #73 CHIEF RED BEAR CHILDREN'S LODGE**

### **Job posting**

#### **First Impression Specialist (Admin-On Reserve)**

**Starting \$18.00 per hour**

**Permanent Fulltime**

**Monday to Friday 8:00 a.m. – 4:30 p.m.**

**Start Date: August 1, 2021**

**Deadline: July 15, 2021**

Change is on the horizon for the residents of Cowessess First Nation, and you can have the opportunity to be a part of it. Cowessess First Nation will be one of the First Nations in Canada to assert its jurisdiction under the Bill-C92 Canada Act through the organization, Chief Red Bear Children's Lodge ("CRBCL"). As the First Impression Specialist, you will play an integral role in our administrative team, you will deliver exceptional customer service assistance, address visitors, and ensure an overall welcoming environment. The first impression specialist is responsible for a wide variety of administrative duties in support of the head office on Cowessess First Nation. Thus includes such duties from ordering supplies, welcoming visitors, and advising guest. In addition, to more complex functions and services, such as arranging travel plans, developing purchase orders, time sheets and other related duties.

#### **Job Duties:**

- Answering, screening, and forwarding phone calls.
- Receiving and sorting incoming mail.
- Prepare training attendance information and follow up with absences and/or rescheduling needs.
- Maintain petty cash and basic bookkeeping skills.
- Maintain general office system.
- Keep detailed records.
- Maintain reception area and common area to ensure cleanliness.
- Order office supplies.
- Perform other duties assigned.

#### **Qualifications:**

- High school diploma or general education degree (GED) required.
- Able to type 35 WPM minimum.

Chief Red Bear Children's Lodge offers competitive salary packages, an inspiring and team-oriented work culture, and an opportunity to be a part of a new and exciting initiative Canada wide. Please visit the website at [www.redbearlodge.ca](http://www.redbearlodge.ca) to view the full job description. Questions or inquiries you can call Sammatha Hegyi at 1-306-552-6349 or email at [sammatha.hegyi@redbearlodge.ca](mailto:sammatha.hegyi@redbearlodge.ca)



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Chief Red Bear Children's Lodge appreciates those who apply; however, preference will be towards those who self-identify as indigenous ancestry.