



Native Council of PEI

Job Posting – Receptionist

Job Title:	Receptionist	Position Type:	Casual
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$16 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-629-1541	Date Posted:	January 10, 2023
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Receptionist
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Native Council of PEI is looking for a Casual Receptionist that would work out of both Offices. The Receptionist must maintain a friendly and professional manner. The main duties include answering phones, transferring messages, and greeting community members and guests.

ROLE AND RESPONSIBILITIES

- Field telephone calls, take messages and respond to inquiries.
- Maintain a courteous and professional manner when greeting business associates, clients, and members
- Ability to organize work and carry out the duties of the position with independence
- Receive and direct visitors and clients
- Assist Program Coordinators and other Staff when needed for administrative needs
- Distribute incoming correspondence to Management
- Assist in other areas when needed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Completion of secondary school
- Vulnerable sector check is required prior to commencing employment
- Reliable vehicle and driver's license