

EMPLOYMENT OPPORTUNITY

Health Receptionist

White Bear First Nations is seeking applications for a full-time Health Receptionist

The Receptionist, under the supervision of the Manager of Community Health Services, within the department of White Bear Health, is responsible for serving the health team by providing a variety of reception, clerical, record-keeping, and stenographic support services. The receptionist is the first point of contact for clients.

Qualifications

- **Education:** Minimum Grade 12 required. Office Education specific to First Nations' organizations a definite asset
- **Experience:** Experience with office equipment and computer equipment, familiarity with the on-reserve community
- **Conditions of employment:** Must sign and adhere to Oath of Confidentiality and the White Bear First Nations' Personnel Policy Manual, Criminal Record Check, Class V Drivers' License



Forward resumes marked **Personal and Confidential** with three references to:

Executive Director's Assistant
White Bear First Nations
Box 700
Carlyle SK S0C 0R0

Telephone: (306) 577-2461
Facsimile: (306) 577-2496
Email: executiveasst@sasktel.net

**Resumes shall be post marked NO LATER than
Friday, December 1 at 12:00pm - noon.**

We thank all those that apply, however only those receiving further consideration shall be contacted further.