

Job Summary

Location:
Déljné, NT

Department:
Lands, Resources &
Environment

Salary:
\$54,600.00 per annual
\$30.00 per hour

**Northern Living
Allowance:**
\$28,050.00 per annual

Benefits:
NEBS

Employment Type:
Indeterminate

Closing Date:
Open until Filled

Receptionist, Lands, Resources & Environment

The Receptionist is responsible for providing secretarial, clerical, and administrative support to ensure that the Department of Lands, Resources & Environment services are provided in an effective and efficient manner. The Receptionist reports to the Director of LR&E and is responsible for providing office and clerical services. This includes maintain the general filing system and file all correspondence, assist in planning and preparation of meetings, conference, and conference telephone calls, and maintain an adequate inventory of office supplies. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'jné Government operational policies and procedures and governance institutions
- Knowledge in office administration
- Knowledge of relevant legislation, policies and procedures
- Knowledge of the northern cultural and political environment
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level
- Ability to take minutes during meetings
- Stress management skills
- Time management skills
- Be respectful and flexible
- Possess cultural awareness and sensitivity
- Ability to speak Déljné Got'jné language is an asset
- Perform other related duties as required

THIS POSITION IS TYPICALLY ATTAINED BY

- The Receptionist would normally attain the required knowledge, skills and attitudes through completion of an office procedures course combined with related experience
- Fluency in Déljné Got'jné language and culture is a strong asset
- Post-secondary Grade 12 education or equivalent
- Preference will be given to Déljné Beneficiary
- Training available to Successful Candidate
- Equivalencies will be considered

Submit Resume and Cover Letter to:

Human Resources
Department
Déljné Got'jné Government
P.O Box 156
Deline, NT X0E0G0
Tel (867) 589-8100
Hr.manager@gov.deline.ca
Hr.assistant@gov.deline.ca