

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
SASK. S0J 1L0
PHONE: (306) 425-2183
FAX: (306) 425-5559
1-800-567-7736



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

CLOSED COMPETITION

“Restricted to Band Members and permanent employees of LLRIB”

The Lac La Ronge Indian Band’s Education, Training and Employment Branch is now inviting applications for the following full-time position based out of the Education Central Office:

RECEPTIONIST

The suitable candidate will be able to perform the following duties:

- General office secretarial/receptionist duties including directing of calls and dealing with general inquiries from students and the public.
- Providing administrative support as required: typing, photocopying, faxing, sorting/routing mail, and composing and preparing letters from general instructions.

The suitable candidate will possess the following qualifications:

- Training in Office Administration/Office Education (related training and experience may be considered)
- Experience in Secretarial/Receptionist duties.
- Strong background in computers is essential.
- Excellent verbal and written communication skills.
- Proven interpersonal and organizational skills.
- Punctual and reliable.
- Ability to speak Cree is a definite asset.
- Grade 12 diploma.

Date of posting: Tuesday, July 30, 2019

Deadline for applications: Friday, August 9, 2019

LLRIB employees are entitled to a complete benefit (pension and insurance) package, northern living allowance, housing allowance where applicable.

To apply, please submit a **cover letter** and **resume** including **three (3) references one from your most recent/current employer**, to the following:

Human Resource Office, LLRIB
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

Please be advised applications received without the proper documentation may not be considered.

Note: In the cover letter, please indicate permission to contact references.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check.

Telephone interviews will not be granted.