



Atikameg Child & Family Services Society
P.O Box 119
Atikameg, AB, T0G0C0

Employment Opportunity:
Receptionist

Atikameg Child & Family Services Society is a Delegated First Nation Child & Family Organization that was created to promote a healthy and self-sustaining community, utilize a holistic (body, mind, and spirit) approach in meeting the needs of the children, youth, and families from Whitefish Lake First Nation. The Atikameg Child & Family Services Society's main office is in Atikameg, Alberta with a sub-office located in Edmonton, Alberta.

Reporting to the **Operations Support Manager**, the **Receptionist** assists with coordinating the activities of the Atikameg Child & Family Services Society programs. The Receptionist has extensive contact and communication with internal staff, visitors, vendors, and service agents in person or by telephone. The Receptionist plays a key role as a representative of the Agency and is expected to demonstrate a positive and complimentary attitude and provide prompt and courteous service.

Duties

- Professionally greeting all visitors, determining the purpose of their visit, and ensuring they are directed to the appropriate staff member and/or meeting location;
- Responding promptly to all incoming telephone calls and the purpose of the telephone call and directing the telephone call to the appropriate personnel or contact;
- Maintaining a record of the location and activities of all staff personnel;
- Leading the organization's internal filing systems for the child protection and prevention programs. Ensure copies are created for filing in sibling group files.
- Supporting the organization's operations by maintaining office systems and procedures;
- Coordinating the office facilities, including boardroom scheduling.
- Facilitating & Updating staff lists, telephone lists and emergency contacts.
- Checking the office automated telephone messaging system and recording and directing any messages to the appropriate staff member on a continual basis.
- Receiving, recording, and directing all incoming mail promptly to appropriate staff.
- Preparing and recording correspondence for outgoing mail.
- Creates letters, memos, reports, and other relevant documents as requested.
- Maintain a record of inventory of office supplies, equipment and furniture.
- Making photocopies of documents for the Team Leads as requested, for distribution or filing.

The Receptionist is a key team member and may be asked to carry out additional duties and activities related to the effectiveness and successful implementation of the Child & Family Services Program.

Qualifications

- Post-secondary Certificate or Diploma in Office Administration or related field of study or at least 2 years' experience in receptionist or office administration duties.

Additional Requirements:

- Current and valid Alberta driver's license;
- Intervention Record Check and Canadian Police Information Centre (CPIC) clearances;
- Ability to speak and/or understand the Cree language a strong asset.

Work Location:

- Atikameg Child & Family Services Main Office located in Atikameg, Alberta

Salary:

- To be based on Qualifications and Experience

Please send Resume & Cover Letter to:

Delores Weesemat
Atikameg Child & Family Services Society
E | Delores.Weesemat@atikamegdfs.ca

Application Deadline: February 13, 2026

We Thank everyone for their interest only those who are selected for an interview will be contacted.