

# NATIVE COUNSELLING SERVICES OF ALBERTA



## Receptionist

### St. Paul Regional Office

**Competition No. 1221**

**Closing Date: February 15, 2010**

Native Counselling Services of Alberta is currently seeking an individual to fill the Receptionist position at its St. Paul office. This person should possess an enthusiastic and positive attitude and have a strong work ethic. The successful candidate will perform general office duties such as various types of computer application entry, typing, file management, routine correspondence and reports, recording incoming/outgoing mail, scheduling appointments, photocopying, answering telephone calls, greeting clients, and handling information of a confidential nature.

#### **SKILLS & QUALIFICATIONS:**

- Secretarial certificate or high school diploma and minimum of one-year experience
- Proficient skills in the use of Microsoft Word, Database and Internet
- Excellent typing skills; accurate and minimum of 50 wpm
- Professional interpersonal skills and appearance necessary for office setting
- Knowledge of files management systems
- Excellent written and verbal communication skills
- Must be able to work with minimal supervision
- Must provide a Child Welfare Check and Criminal Record Check

#### **DESIRABLE:**

- Extensive knowledge of Aboriginal people, culture, and language would be considered an asset.

**PLEASE FORWARD RESUME TO:** Screening Committee  
Native Counselling Services of Alberta  
Box 1007  
St. Paul, Alberta T0A 3A0  
Phone: (780) 645-5250, Fax: (780) 645-5957  
[stpaul@ncsa.ca](mailto:stpaul@ncsa.ca)

We thank all applicants in advance. Only those selected for an interview will be contacted.