



Kinistin Saulteaux Nation – Tikinagan Receptionist

Job Title:	Tikinagan Receptionist	Job Family:	Admin & Operations
Department/Group:	Prevention	Position Type:	Contract
Location:	Kinistin Saulteaux Nation	Date Posted:	April 20, 2026
Direct Supervisor:	Prevention Supervisor	Post Expires:	May 4, 2026

Applications Accepted By: Please submit your resume, a brief letter of interest, and references to

EMAIL: Human.resources@kinistin.com Subject Line: Tikinagan Receptionist	MAIL: PO Box 2590, Tisdale, SK S0E 1T0
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Job Description

POSITION SUMMARY

Kinistin Saulteaux Nation is seeking an enthusiastic and committed individual to fill the position of Tikinagan Receptionist.

The Receptionist reports to the Prevention Supervisor at the Tikinagan Family Resource Centre and is responsible for providing front-line reception and administrative support. This includes greeting visitors, responding to telephone and in-person inquiries, and providing general information regarding Prevention and Protection services to clients, community members, and the public.

DUTIES AND RESPONSIBILITIES:

- Answer, screen, and direct incoming telephone calls
- Take and relay messages accurately and in a timely manner
- Provide information to callers regarding programs and services
- Greet and welcome individuals entering the Tikinagan Family Resource Centre
- Direct visitors to appropriate staff or departments
- Respond to inquiries from the public and community members
- Maintain awareness of staff movements and availability
- Provide general administrative and clerical support
- Prepare letters, documents, and correspondence as required
- Receive, sort, and distribute mail and deliveries
- Schedule appointments and maintain appointment logs (manual or electronic)
- Coordinate and organize meetings as required
- Maintain a clean, organized, and professional reception area
- Perform other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent
- Knowledge of administrative and clerical procedures
- Proficiency with computers and relevant software applications (e.g., Microsoft Office)
- Strong understanding of customer service principles and practices
- Effective keyboarding and data entry skills

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication and interpersonal skills
- Professional and courteous demeanor
- Ability to multitask and prioritize in a fast-paced environment
- Strong organizational and time management skills
- Ability to maintain confidentiality at all times

- Ability to work independently and as part of a team

WORKING CONDITIONS

- Office-based environment
- Prolonged periods of sitting, typing, and interacting with the public
- May involve handling multiple tasks and interruptions throughout the day

CULTURAL EXPECTATIONS

- Demonstrates respect for First Nations culture, traditions, and values
- Maintains professionalism and confidentiality
- Provides respectful and culturally appropriate service to all clients and community members.