



Kinistin Saulteaux Nation – Urban Receptionist

Job Title:	Urban Receptionist	Job Family:	Admin & Operations
Department/Group:	Urban	Position Type:	Contract
Location:	KSN Urban Office	Date Posted:	April 20, 2026
Direct Supervisor:	Urban Office Manager	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: Urban Receptionist	MAIL: PO Box 2590, Tisdale, SK S0E 1T0
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Job Description

POSITION SUMMARY

The Kinistin Saulteaux Nation (KSN) is seeking a highly motivated individual to fulfil the role of **Urban Receptionist**. Under the supervision of the Director of Operations, the successful applicant will be responsible for supporting the smooth day-to-day operations of the Urban KSN Office.

The Urban Receptionist will provide front-line reception, administrative support, and assist in maintaining a clean, organized, and welcoming office environment. This role includes answering calls and emails, directing inquiries, scheduling appointments, and supporting general office operations while ensuring a professional and respectful experience for all visitors, clients, and staff.

DUTIES AND RESPONSIBILITIES:

Administrative & Clerical Duties

- Answer and direct phone calls/voicemails
- Organize and schedule appointments
- Coordinate meetings and take detailed minutes
- Write and distribute emails, correspondence, memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Send invoices and collect receipts
- Develop and maintain filing systems
- Update and maintain office policies, procedures, and master calendar
- Order office supplies and research new vendors and suppliers
- Prepare and submit purchase orders and expense reports
- Handle and assist with document distribution
- Assist staff with basic computer support, technology, and office equipment
- Maintain contact lists
- Book travel arrangements
- Provide general support to visitors
- Act as a point of contact for internal and external clients
- Liaise with executive administrative assistants to support management requests
- Perform other administrative duties as required

Janitorial & Office Maintenance Duties

- Maintain cleanliness and organization of the office, including reception, meeting rooms, kitchen, and common areas
- Ensure garbage and recycling are regularly removed and disposed of properly
- Clean and sanitize high-touch surfaces (desks, counters, door handles, shared equipment)
- Maintain cleanliness of kitchen areas, including dishes, appliances, and supplies
- Monitor and restock cleaning and sanitation supplies as needed

- Assist in setting up and cleaning up for meetings, events, and gatherings
- Identify and report any maintenance or safety concerns within the office
- Support a clean, safe, and welcoming environment for staff, clients, and visitors

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma with a certificate in office administration or an equivalent combination of education and experience
- Valid Criminal Record Check (CPIC) and Vulnerable Sector Check (VSC)
- Valid Class 5 driver's license, reliable vehicle, and ability to meet KSN insurance requirements
- Willingness to work flexible hours, including evenings and weekends as required
- Knowledge of office management systems and procedures
- Ability to maintain confidentiality and professional standards
- Working knowledge of office equipment (printers, fax machines, etc.)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and ability to learn new systems

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and time management skills
- Ability to multitask and prioritize effectively
- Ability to work independently and as part of a team
- Strong attention to detail and accuracy
- Ability to take initiative and identify areas for improvement
- Excellent communication and interpersonal skills
- Problem-solving and decision-making abilities
- Ability to maintain a clean and organized workspace environment

CULTURAL EXPECTATIONS

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