



Receptionist—Métis Capital Housing Corporation

Locations: Edmonton

Positions : 1

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2007** to provide **affordable, adequate and suitable** housing to moderate to high income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Together with our sister organization Métis Urban Housing Corporation, we offer subsidized and affordable housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Capital Housing and it's sister organization Métis Urban Housing Corporation (MUHC), visit our website at metishousing.ca

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THE OPPORTUNITY

The Receptionist - Programs is the first point of contact for Métis citizens requesting information on the Home and Reaching Home Programs. The Receptionist – Programs will assist with front desk responsibilities, provide administrative support, and ensure a welcoming environment for guests and employees. The ideal candidate has excellent communication skills, a positive attitude, and the ability to multitask in a fast-paced environment.

RESPONSIBILITIES

- Respond to general inquiries related to the Home and Reaching Home Programs
- Answer and direct phone calls and emails professionally
- Greet and assist clients, visitors, and suppliers
- Manage incoming and outgoing mail, courier, and documents
- Provide administrative and clerical support to staff and management
- Maintain office supplies, common areas, and office equipment
- Schedule meetings, book boardrooms, and coordinate travel and catering
- Support community relations activities and liaise with external stakeholders
- Assist with special projects and other duties as assigned



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QUALIFICATIONS

Education

- Business Administration Diploma or related post-secondary education (asset)
- 1-2 years of experience in a receptionist, front desk, or administrative support role
- Proficiency in Microsoft Office and general office equipment

Professional designation

- None

Competencies

- Strong customer service and interpersonal skills
- Clear and professional communication abilities
- Excellent organizational and time-management skills
- High attention to detail and accuracy
- Ability to handle sensitive information with confidentiality
- Calm and professional demeanor in high-stress situations

WORKING CONDITIONS

Works in an office environment; usually works a standard workweek. Some overtime may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.