



CROSS LAKE EDUCATION AUTHORITY

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CAREER OPPORTUNITY

Receptionist, CLEA Administration Building

Cross Lake, MB

Full Time Position

Competition #2025-016

Cross Lake Education Authority invites applications for the position one (1) full-time receptionist. This position is based at the CLEA Administration Building in Cross Lake, MB.

POSITION SUMMARY

Reporting to the Assistant Director, the Receptionist serves as the first point of contact for visitors, staff, and community members. This role is responsible for providing professional secretarial service, directing inquiries, managing office communications, and supporting administrative tasks. The incumbent is expected to maintain a welcoming and organized office environment while demonstrating strong communication and organizational skills.

KEY RESPONSIBILITIES

- Answer and direct phone calls in a professional and courteous manner.
- Greet and assist visitors, ensuring a welcoming environment.
- Manage incoming and outgoing mail, faxes, and deliveries.
- Maintain office supplies inventory and coordinate orders as needed.
- Assist with scheduling and setting up meetings.
- Provide administrative support to various departments as required.
- Maintain office records and organize files.
- Perform other general duties as required and directed.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- Minimum Grade 12 education required; post-secondary education in office administration or a related field is an asset.
- Strong oral and written communication skills.

- Proficiency in Microsoft Office (Word, Excel, Outlook) and office equipment.
- Ability to multitask and work in a fast-paced environment.
- Strong organizational and time-management skills.
- Current satisfactory Manitoba Child Abuse Registry Check
- Current Satisfactory Criminal Record Check
- The ability to speak Cree is considered an asset.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

Deadline to apply: **September 4, 2025, at 4:00pm or Open until filled**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>