



Job Posting: **Receptionist/Administrative Assistant**
Department: MCPEI Corporate Services
Location: Charlottetown, PE
Position: Permanent Position, Full Time 37.5 hours/week
Salary: \$ 48,000 – \$52,000
Deadline to apply: November 4, 2025

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

The Role

The Receptionist/Administrative Assistant is the first point of contact for visitors and callers at MCPEI. The primary responsibility is managing the reception desk—greeting clients and guests, answering calls, and ensuring communications are directed appropriately. This requires a broad understanding of MCPEI's programs and services, as well as knowledge of Employee roles across the organization. In addition, this position provides accounts payable administrative support to MCPEI's Corporate Services. The successful candidate will be professional, dependable, and able to work with minimal supervision while handling confidential information with discretion. This role reports to the Human Resources Administrative Assistant.

Qualifications

Education and Experience:

- Successful completion of a recognized post-secondary studies in Office Administration, Business and/or Finance related diploma; or an acceptable combination of education, training, and experience.
- Previous experience in a receptionist or administrative assistant role is preferred.

Key Responsibilities:

- Serve as the first point of contact: greet visitors, answer calls, and manage the reception desk.
- Support a respectful, cross-cultural work environment.
- Direct inquiries appropriately by maintaining a broad understanding of MCPEI's Programs and Services.
- Enter/input MCPEI accounts payable invoices and ensure timely payments to vendors.
- Verify and reconcile invoices with purchase orders and receipts
- Provide administrative support to MCPEI Corporate Services as needed (e.g., data entry, filing, scanning)
- Provide administrative support to Senior Leadership Team as needed
- Support event planning, book venue and accommodations, organize meals, facilitators, activities etc.
- Organize and maintain both electronic and paper files.
- Manage incoming and outgoing mail and courier services, maintaining accurate records.
- Coordinate periodic mass mailings to clients, including updating mailing lists, creating mailing labels, and preparing packages for distribution.
- Monitor office supplies and oversee general office upkeep.
- Other duties as required.

Skills and Qualifications:

- Reliable front-line presence with strong interpersonal skills.
- Excellent verbal communication skills for answering phones, as well as clear written communication for email and correspondence.
- Ability to remain attentive and responsive at the front desk while managing financial administrative tasks.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook,) and ability to maintain electronic and paper filing systems.
- Highly organized, dependable, and able to work with minimal supervision.
- Strong attention to detail and accuracy.
- Ability to coordinate logistics for meetings, including boardroom IT set-up.
- Demonstrated discretion and ability to maintain confidentiality.

Other:

- Successfully pass a Criminal Record Check including the vulnerable sector.
- Valid driver's license
- Provide Covid-19 Vaccine Record.
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "Receptionist/Administrative Assistant" in the subject line.

Or mail/deliver resume to:

ATTN: Human Resources Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way
Suite 201
Charlottetown
PEI C1A 0J7

Deadline to apply: November 4, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.