

**2009-2010 BTEST Summer Student Employment Program
Job Description**

Position Title: File Clerk/ Receptionist / Secretary

Department/Entity: Blood Tribe Finance

Position Term: 16 Weeks

Rate of Pay: \$10.00 /Hour

Deadline to Apply: _____

General Description:

Receptionist will identify and interpret customer needs. Help the employee & other staff members to perform his/her duties.

Major Duties and Responsibilities:

- Answer the phone
- Filing
- Typing
- Faxing

Necessary Knowledge, Abilities and Skills:

- Experience in Public Relation.
- Computer skills.

Necessary Training and Experience:

Administrative Assistant