



MANITOBA FIRST NATIONS POLICE SERVICE

HEAD OFFICE: LONG PLAIN RESERVE #6B, Band #287

3RD Floor Rufus Prince Building • 5000 Crescent Road West

P.O. Box 37, Portage la Prairie, MB • R1N 3B2

Telephone: (204) 856-5370 – Fax: (204) 856-5389

Email: mfnp@mfnp.ca Website: www.mfnp.ca

JOB OPPORTUNITY – MFNPS HQ RECEPTIONIST

Position: Receptionist

Reports to: Manager of Corporate Services

Accountable to: Chief of Police

Location: Headquarters (Brandon)

Hours: Full-time

The Receptionist serves as the first point of contact for the Manitoba First Nations Police Service (MFNPS) and plays a vital role in supporting the day-to-day operations of Headquarters. This position is responsible for providing professional, respectful, and culturally appropriate front-line administrative and customer service support to staff, community members, and external partners.

The Receptionist contributes to a positive and welcoming environment while supporting MFNPS's commitment to public safety, community engagement, accountability, and service excellence.

Key Responsibilities

Front Desk & Public Service

- Greet and assist visitors, community members, and stakeholders in a courteous and professional manner.
- Respond to incoming calls, screen inquiries, and direct calls to appropriate personnel.
- Serve as a point of contact for general inquiries related to MFNPS operations and services.
- Maintain a welcoming, organized, and secure reception area.

Administrative Support

- Provide administrative support to Headquarters staff as required.
- Receive, sort, and distribute incoming mail, courier deliveries, and internal correspondence.
- Prepare, scan, file, and maintain documents in accordance with MFNPS records management practices.
- Schedule meetings, manage room bookings, and assist with meeting preparation when required.

Communication & Coordination

- Relay messages accurately and in a timely manner.
- Assist with internal communications and coordination between departments.
- Support staff with general administrative tasks to ensure efficient office operations.

Office Operations

- Operate standard office equipment including multi-line phone systems, printers, scanners, and photocopiers.
- Monitor office supply levels and assist with ordering and inventory control.
- Maintain confidentiality when handling sensitive or protected information.

Professional Conduct & Cultural Awareness

- Demonstrate respect for First Nations cultures, traditions, and values in all interactions.
- Uphold MFNPS policies, procedures, and confidentiality standards.
- Represent MFNPS in a professional, respectful, and culturally appropriate manner at all times.

Qualifications

Education & Experience

- High school diploma or equivalent required.
- Post-secondary training in Office Administration, Business Administration, or a related field is an asset.
- Previous experience in a reception, administrative, or customer service role is preferred.

Skills & Competencies

- Strong interpersonal and communication skills.
- Excellent organizational and time-management abilities.
- Ability to work independently and manage multiple priorities.
- Proficiency with Microsoft Office (Outlook, Word, Excel) and standard office equipment.
- Ability to maintain confidentiality and exercise discretion in a policing environment.
- Strong attention to detail and professionalism.

Working Conditions

- Office-based role at MFNPS Headquarters.
- Regular business hours, Monday to Friday.
- Interaction with the public, law enforcement staff, and external agencies.
- Exposure to sensitive or confidential information.

Salary & Benefits

Recommended Salary Range – CR2-CR3

\$45,760 – \$55,707 \$22 – 25.78/HR

MFNPS offers:

- Competitive compensation
- Employer-paid benefits
- Pension or retirement contributions (where applicable)
- Professional development and training opportunities
- A supportive, community-focused work environment

Employment Equity

The Manitoba First Nations Police Service is committed to fostering a diverse, inclusive, and respectful workplace. Indigenous applicants are encouraged to self-identify and are strongly encouraged to apply.

Application Requirements

Interested applicants must submit:

- A cover letter
- A current resume
- References
- Proof of a valid Class 5 Manitoba Driver's Licence

Deadline for Applications:

February 5, 2026 13:00hrs

Please forward necessary documents to:

Human Resource Generalist

Manitoba First Nations Police Service

Site 520 Box 53

Brandon, MB R7A 5Y5

Fax: (204) 856-5389, Email: humanresources@mfnp.ca

MFNPS appreciates the interest of all applicants: only those who receive an interview will be contacted. As an Indigenous employer we encourage First Nation, Inuit and Metis applicants to apply.