



STZ'UMINUS FIRST NATION

Job Posting – Receptionist

Stz'uminus First Nation is seeking a full-time permanent front desk **Receptionist** for the Administration Building.

Under the direction of the Director of Administration, the Receptionist will present a positive and welcoming first impression of the organization to staff, community and other stakeholders.

The front desk receptionist is required to handle an office's essential communications and some of the basic clerical tasks that need to be performed.

This position's schedule will be Monday to Friday.

Essential Duties and Responsibilities:

- ✓ Answering the telephone and directing calls
- ✓ Taking and relaying messages
- ✓ Photocopying, scanning, and faxing documents
- ✓ Providing information to callers
- ✓ Greeting persons entering Administration buildings
- ✓ Directing persons to the correct destination
- ✓ Dealing with queries from guests or other staff
- ✓ Ensures knowledge of staff movements in and out of buildings
- ✓ General administrative and clerical support
- ✓ Prepares letters and documents
- ✓ Receives and sorts mail and deliveries
- ✓ Scheduling and booking of meetings and other business/program activities
- ✓ Participates in projects as requested by various members of the staff
- ✓ Maintains a tidy and organized reception area
- ✓ Attends staff meetings as requested
- ✓ Other relevant duties in a backup capacity

Skills and Experience Requirements:

- ✓ 1 year experience working as an Administrative Assistant / Receptionist
- ✓ Good verbal, written, and telecommunications skills
- ✓ Prioritizing skills to ensure that tasks/projects are completed as requested on a high-to-low priority basis
- ✓ Professional personal presentation
- ✓ Customer service orientation
- ✓ Organizing and planning
- ✓ Reliable

2021-10-07



STZ'UMINUS FIRST NATION

Education and Qualifications:

- ✓ Completion of Grade 12 diploma or equivalent
- ✓ 10-month Certificate in Office Administration or a related field an asset
- ✓ Working knowledge of the Microsoft Professional Office Suite and Windows
- ✓ Knowledge of computers and software applications
- ✓ Knowledge of customer service principles and practices
- ✓ Keyboarding skills

Qualified applicants are invited to submit a cover letter and resume via e-mail by the closing date of **Thursday, October 21, 2021, at 5:00 p.m. (PST)** to **resumes@stzuminus.com**