



Summer Job Opportunity

SFN Summer Receptionist

8 weeks starting July 5, 2022

This position is responsible for assisting the Administration department and organizing and contributing to a safe and efficient environment.

The receptionist will provide and facilitate polite, professional and effective communication for the Administration department and various Stakeholders.

SKILLS AND ABILITY REQUIREMENTS:

- Ability to maintain the confidentiality of sensitive information.
- Ability to take direction well and demonstrate initiative.
- Excellent verbal, written, and telecommunication skills.
- Excellent interpersonal and communications skills.
- Ability to work with limited supervision.
- Prioritizing skills in order to ensure that tasks/projects are completed as requested on a high-to-low priority basis.
- Ability to operate standard office equipment, including personal computer, photocopier, scanner and fax machine.

QUALIFICATIONS:

- Must be between the ages of 16 and 30.
- Experience working as an Administrative Assistant / Receptionist and Clerical duties.
- Advance knowledge of word, excel, spreadsheets, database, and other software.
- Knowledge of emergency response, occupational health and safety and emergency preparedness.
- Culturally competent; Stz'uminus culture and traditions.
- Must undergo a Criminal Record Check as a condition of employment.
- Social Insurance Number (SIN) Required.

Please submit a cover letter and resume to:

Attention: Human Resources Advisor
12611 Trans Canada Highway, Ladysmith BC V9G 1M5
Fax: 250-245-3012
E-mail: resumes@stzuminus.com

Deadline for applications: **Tuesday June 28, 2022 at 5:00 p.m.**

Only short-listed applicants will be contacted. No phone calls please.