

St'zuminus First Nation (SFN) Overview

At Stz'uminus First Nation (SFN), we are deeply committed to the well-being and prosperity of our members. Our mission goes beyond just providing services; we are dedicated to creating a vibrant and thriving community rooted in our rich cultural heritage. We focus on sustainable development, cultural preservation, and economic growth, working hand-in-hand with our members and partners to deliver impactful initiatives that support health, education, and employment opportunities.

Joining SFN means being part of an organization that values tradition while driving progress. Here, you'll contribute to building a self-sufficient and resilient community, ensuring a brighter future for generations to come. If you're passionate about making a difference and want to be part of a team that honors the past while shaping the future, SFN is the place for you.

Title: Receptionist – SFN Administration
Salary: \$37,151.40 - \$45,112.42 - \$53,073.44
Contract: Full time, Permanent employment
Hours: Monday to Thurs (8.00 am to 5.00 pm)
Location: Ladysmith, BC

About the role

Reporting to the executive assistant, the receptionist is responsible for providing reception and clerical support for the Administration office of Stz'uminus First Nation.

DUTIES/RESPONSIBILITIES:

Reception:

Greet visitors in person or on the telephone and direct them to the appropriate personnel.

- Prepare and maintain staff contact list including extensions, cell phones and e-mail
- Greet visitors coming to the Administration office and notify the appropriate personnel of their attendance
- Update and maintain staff sign in/out board
- Ensure after-hours telephone service is operational and up to date with appropriate staff contact information

Record Incoming and Outgoing Mail and Faxes:

Record and distribute incoming and outgoing mail and faxes.

- Pick up and send mail on a daily basis
- Open incoming mail, or special delivery mail, date stamp it, record it in the incoming mail log and distribute to the appropriate personnel
- Receive incoming faxes and distribute to the appropriate personnel
- Maintain postage machine and top up with funds to ensure adequate postage
- Contact courier service regarding urgent outgoing mail as needed
- Prepare and file documents for courier and record appropriately in outgoing mail

Clerical and Administrative Support:

Provide clerical support as needed and required.

- Photocopy and file documents as needed and required
- Prepare forms, letters and documents as required

- Secure quotes from suppliers and process purchase orders to purchase office and other supplies
- Order, distribute and maintain inventory of supplies
- Coordinate meetings through organizing agendas, meeting space, food, accommodations and meeting packages
- Coordinate IT and special requirements for meetings such as laptops, screens, projectors, etc.
- Coordinate travel accommodations for staff
- Maintain efficient filing systems
- Manage and ensure maintenance of office equipment
- Prepare new administration forms as required

Administration & Reporting:

Complete administrative duties and adhere to policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all SFN documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Follow the human resources, finance and other policies and procedures in the performance of duties
- Maintain record of meeting space rentals, develop and provide invoices to the business renter accordingly.

Other Duties:

- Other duties as required and assigned

EDUCATION AND EXPERIENCE:

- Completion of Grade Twelve diploma and / or equivalent
- 1 year experience working as an Administrative Assistant / Receptionist
- Certificate in Administrative Assistant / Receptionist or related setting.
- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- First Aid Level I an asset
- Valid BC drivers' license and reliable transportation is required.

About the salary

\$37,151.40 - \$45,112.42 - \$53,073.44

The Salary Range is the minimum and maximum annual salary based on full time equivalent hours. Incumbents are typically hired, transferred or promoted between the minimum and midpoint of the range based on their knowledge, skills, abilities and experience in relation to the role requirements.

The top 10% of the pay range is for the incumbents who are industry experts in the job with the combination of exceptional experience and competencies needed to perform all duties and responsibilities at a superior capability level.

SFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as First Nations, Inuit, or Métis.

How to apply

Please send your application to alan.francis@stzuminus.com, with subject, as title of the Job applied for.

Closing date: Open until Filled

For more information about us, please visit: [Stz'uminus \(stzuminus.com\)](http://stz'uminus.com)

