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## Receptionist

**Term: Full-time Monday to Thursday (8:30-4:30)**

**Wage: TBD based on experience**

**Closing date: August 26, 2022 at 4:30pm**

### Job Summary

The **Receptionist** is responsible for welcoming visitors and executing administrative tasks to the highest quality standards. The receptionist must be able to deal with emergencies in a timely and effective manner, while streamlining office operations. The receptionist is often the first point of contact for visitors and phone calls so maintaining a friendly, helpful approach at all times is critical. Multitasking and stress management skills are also essential for this position.

### Responsibilities and Duties

- First point of contact for new and existing community members and visitors; must provide exceptional impression and service
- Responsible for the day-to-day operations of reception and communication
- Manage busy multi-line switchboard and handle calls of various nature
- Organize meetings, appointments, conferences and catering for events
- Administrative tasks such as delivering mail, taking meeting minutes, responding to emails etc.
- Oversee upkeep and standards of business centre including the kitchen and communal areas
- Monitor visitor access and maintain security awareness
- Responsible for ordering and maintaining office supplies
- Maintain strict confidentiality on all matters relating to the affairs of the Tl'etinqox Government
- Perform other administrative and duties as assigned

### Qualifications and Skills

- Grade 12 or equivalent
- 2- 5 years experience
- Superior communication skills, both written and oral
- Tsilhqot'in language (asset).
- Strong organizational skills, including the ability to prioritise and multi-task in a demanding environment
- Ability to operate basic office equipment
- Prior telephone answering experience a must
- Caring attitude with ability to positively assist everyone
- Proficient with Microsoft Office, PowerPoint, and Excel
- Ability to multitask and work with accuracy and efficiency maintaining an upbeat friendly, positive attitude
- Ability to build and maintain strong working relationships
- Takes ownership and demonstrates initiative

## **Requirements:**

- Must be fully vaccinated and provide proof
- Must be a responsible individual
- Must be able to provide a clean criminal record check if requested.

## **Interested?**

To apply, please send a cover letter and an up-to-date resume to Ashton Harry, Tl'etinqox Executive Director at [ashtonharry@tletincox.ca](mailto:ashtonharry@tletincox.ca)

This posting is open to anyone; however, preference will be given to applicants of Indigenous ancestry (section 6(1) Canadian Human Rights Act) and to those who live in Tl'etinqox. Only applicants that have been short listed will be contacted.