

Job Description

Receptionist

Company Background

The Splotsin are the most southern tribe of the Shuswap Nation, the largest Interior Salish speaking First Nation in Canada whose aboriginal territory stretches from the BC/Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southeast to the Arrow Lakes and to the upper reaches of the Columbia River. We are currently recruiting a full-time qualified **Receptionist** to join our team of professionals.

Position Purpose

The purpose of this position is to act as the first point of contact and ambassador for Splotsin as well as provide efficient administrative support to the Administrative Team.

Position requirements:

- Grade 12
- Office Administration Certificate or Diploma or a combination of education and experience
- Previous administration experience, ideally in a community-based environment
- Experience working with First Nations peoples
- Knowledge of the Splotsin Community is valued
- Strong Administrative skills
- Strong ability to organize, process, multitask and manage time
- Excellent interpersonal skills
- Effective oral and written communication skills
- Proficient computer skills
- Detail oriented
- Discretion and respect for confidentiality
- Strong ability to operate office equipment

If you are a reliable team player that enjoys a dynamic work environment, competitive salary and benefit package and an opportunity to share your skills and talents, we would like to hear from you. **Please forward your resume through Indeed.**

Visit: <https://ca.indeed.com/viewjob?jk=57109904c6683feb>

DEADLINE FOR SUBMISSIONS:

May 31, 2024

Pursuant to section 16 of the Canadian Human Rights Act preference may be given to applicants of aboriginal ancestry.

Job Type: Full-time

Pay: \$23.50 per hour

Expected hours: 21 per week

Work Location: In person

Expected start date: 2024-06-03