



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Receptionist/Secretary
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Manager, Tax Administrator
TERMS: Full-Time, Permanent
REFERENCE #: 2025-001

Purpose of Position:

This position is the first line of client contact and is responsible for counter, email, telephone/fax inquiries from the band members, lessees, rate payers, licensees, permittees, vendors and public. This position also includes providing land title searches, maintaining and managing the supplies, computerized systems for day-to-day receptionist and LLTD business.

Duties and Responsibilities:

- 1. Supports and assists the entire Lands, Leasing & Tax Department by receiving emails, calls, faxes, organizing and completing day-to-day receptionist / secretary duties to ensure quality client service. (95%)**
 - Receives, responds and directs with the highest level of confidentiality and professionalism:
 - o email and telephone/fax inquiries
 - o greets and direct visitors/customers to appropriate LLTD staff or TteS department/office
 - o Where authorized provides information about the LLTD availability as requested.
 - Prepares and/or assists with land title searches, responding verbally and in writing to these requests.
 - Maintains and updates the computerized systems for day-to-day receptionist duties.
 - In accordance with policy receives inquiries and books the LLTD boardroom / vehicle(s)
 - Maintains and manages the supplies and orders of the LLTD.
 - Opens, sorts, records and distributes and/or delivers all incoming/outgoing mail, correspondence, faxes, messages as appropriate.
 - Collects, records and distributes parcels.
 - Prepares, completes, distributes and files purchase orders for LLTD.
 - Ensures signatures are received by appropriate people for specific documents.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
 - Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- An Office Administration Diploma or Certificate and experience in clerical/administrative support experience, or an equivalent combination of education and/or training is desired.
Experience in keyboarding, word processing, spreadsheet, the Internet, databases and other standard computer applications.
40 words per minute keyboarding speed.
- Prefer knowledge of the TteS, Lands, Leasing & Tax Department.

Skills and Abilities:

- Exceptional oral and written communication skills with ability to use tact and diplomacy
- Must have customer service-oriented skills and ability to work under pressure in a fast-paced environment.
- Excellent record keeping, organizational, time management, and planning skills.
- Proven ability to execute office procedures and practices.
- Must display positive attitude and have strong teamwork and cooperation and lateral kindness.
- Ability to take initiative, meet deadlines, and excellent problem solving and judgement skills.
- Ability to take direction and work independently.
- Ability to work in a multi-cultural setting.
- Flexible, committed and enthusiastic.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$17.85-\$22.52/hour depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 23rd, 2025 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.