

## RECEPTIONIST

Type of Position: Casual

Closing date: June 24, 2022

### About the Position

The receptionist is the first point of contact for the Band Office, providing administrative support across the organization and Internet access for the Band. Accountable to the Band Administrator, the receptionist handles the flow of people through the band office and ensures administration tasks are completed accurately and delivered with high quality and in a timely manner.

This position is part of a pool of positions to cover absences and provide additional coverage as needed. It is a casual position that will involve a few days of paid training, followed by occasional work hours, none of which are guaranteed.

### Duties and Responsibilities

#### Receptionist Functions

- Greet visitors arriving at the band office.
- Direct visitors or appointments to the appropriate office, personnel, or services.
- Answer telephone calls, respond to queries, and or re-direct calls, as appropriate.
- Take messages and deliver them in a timely matter.
- Schedule appointments, when required.

#### Office Support Services

- Respectfully respond to or pass on queries from community members and Band office employees.
- Ensure knowledge of staff movements in and out of the Band office.
- Monitor visitor access and maintain security awareness.
- Prepare various correspondence, reports, meeting minutes, invoices, and related materials using computer word processing software.
- Compile data, and statistics, when required.
- Pick-up, receive and sort mail and deliveries.

#### Clerical Tasks

- Coordinate meetings, room bookings, and organize catering.
- Develop and maintain a current and accurate filing system.
- Handle and safeguard confidential client information.
- Monitor the use of supplies and equipment.
- Coordinate the repair and maintenance of office equipment.
- Control inventory relevant to the reception area.
- Support the finance clerks with various clerical duties as required.

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

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### Internet Bandwidth Coordination

- Collect Internet payments.
- Track payment of internet bills.
- Provide or revoke internet bandwidth access.
- Maintain an accurate and up-to-date record of payments and access.

### Knowledge, Skills, and Abilities

- Solid communication skills both written and verbal.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to organize, multitask, prioritize and work under pressure.
- Knowledge of administrative and clerical procedures.
- Knowledge of computers and relevant software applications, including Microsoft Office.
- Knowledge of customer service principles and practices.
- Strong attention to detail.

### Other Requirements

- Professional appearance
- Must review and follow all Gitsegukla Policies and Procedures.
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.

## Experience and Education Requirements

- High school degree or equivalent.
- Proven working experience in similar roles is an asset; however, not required.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at [gitseguklacao@mnp.ca](mailto:gitseguklacao@mnp.ca).

**Applications are assessed as they are received therefore early application is recommended.**

**Closing Date:** June 24, 2022

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.