



# **BRIDGE RIVER INDIAN BAND**

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423

ADMIN FAX: (250) 256-7999 • HEALTH FAX: (250) 256-2443

## **JOB POSTING – ON CALL RECEPTIONIST Permanent on-call position – REPOSTED UNTIL FILLED**

Bridge River Indian Band is seeking an individual with a professional work ethic and who has strong organizational and communication skills, for the Receptionist position. Reporting to the Administrator, the On Call Receptionist will carry out duties such as:

- Answer calls, direct calls and/or take messages;
- Greet and assist all visitors and clients;
- Ensure the reception desk is covered during business hours each day 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.;
- Logging and directing all mail (post and email);
- Prepare letters and documents;
- Tidy and maintain general office areas;
- Manage bookings of all equipment and facilities;
- Maintain office equipment and supplies, including the phone system and copiers;
- Produce the monthly Bridge River Band Newsletter;
- Check mail and bring deposits to the bank.

### **Education & Experience**

- Must have High School Graduation Diploma;
- Must have high proficiency with Microsoft Office- Word, Outlook, Publisher, and Excel;
- Understanding of First Nations' management, culture and lifestyles.

### **Key Competencies**

- Quick learner
- Strong verbal and written communication skills;
- Professional personal presentation;
- Manage multiple tasks and time management skills;
- Detail oriented;
- Reliability;
- Stress tolerance;
- Minute taking skills

**Please submit resume and cover letter to:**

**Bradley Jack, Administrator**

**PO Box 190 Lillooet BC V0K 1V0 Fax: 250-256-7999**