



EMPLOYMENT OPPORTUNITY

On-Call Receptionist

Position Title: On-Call Receptionist

Contract Length: On-Call

Report to: Office Coordinator

The mission statement of Xaxli'p is to promote a socially, culturally, and healthy community, where individuals have the opportunity to prosper and achieve their full potential. This will ensure our continued existence as a strong, political, social, and cultural community.

JOB SUMMARY

To provide professional and flexible front office support, serving as the primary contact for visitors and callers, managing communication, and handling various administrative duties as needed to ensure continuous operations for the organization.

KEY RESPONSIBILITIES

- Greeting visitors, direct individuals to the appropriate areas or staff.
- Answer, screen, and direct incoming phone calls to the appropriate employees or departments.
- Maintain a clean, professional, and organized reception area.
- Receive, sort, and distribute incoming and outgoing mail, packages, and other deliveries.
- Maintain department files and records related to reception responsibilities.
- Perform administrative tasks such as data entry, faxing, scanning, photocopying, and filing as assigned.
- Book and coordinate meeting room and hall reservations.
- Monitor and organize common areas, ensuring supplies are stocked and accessible.
- Coordinate service calls and maintenance requests for office equipment and facility-related issues.
- Follow department-specific procedures and workflows when providing coverage.
- Duties may vary by department, and additional tasks may be assigned as operational needs arise.



Skills & Qualifications

- A High School Diploma or GED is preferred but not required.
- A minimum of one (1) year of reception or administrative experience.
- Demonstrated consistency, reliability, and accountability.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and a positive, professional attitude.
- Ability to take direction and work with minimal supervision.
- Comfortable answering phones, transferring calls, and documenting events such as deliveries and pick-ups.
- Flexible schedule with availability to work on short notice.

Schedule:

- This is a casual position; applicants will be contacted for shifts as needed
- The standard shift is 8:00 a.m. to 4:00 p.m., with hours adjusted as required by the department receiving coverage.

If you believe you meet the requirements of this position and are committed to supporting our mission and vision, please submit your resume and cover letter by February 3, 2026, at 12:30 pm as follows:

Xaxli'p Administration
Attn: On-Call Receptionist
hr@xaxlip.ca

We thank all applicants for their interest. Please note that only short-listed candidates will be contacted. Applications will be reviewed during the application period and short-listed candidates will be contacted prior to the closing date.