




Receptionist



The Nuu-chah-nulth Tribal Council (NTC) is seeking a permanent, full-time Receptionist to work within the NTC Main Office Administration Department. This position is based in Port Alberni BC. The Receptionist position operates the main switchboard and provides general administrative support to various program staff. This position primarily welcomes staff and greets visitors, coordinates front-desk activities, including distributing correspondence and redirecting phone calls.

Responsibilities Include

- ◆ Manage the switchboard, greeting callers and handling their needs according to office procedures. Taking messages, screening and directing calls, answering inquiries, and relaying information to staff.
- ◆ Greeting Visitors and Staff determining nature of business, directing appropriately, and transmit information to and from staff members.
- ◆ Maintain established office files of records, visitor sign-in sheets, maintain logs and records of office activities.
- ◆ Provide administrative support to various office staff
- ◆ Assist with Mail Room functions
- ◆ Provide clerical support to the Administration Team

Preferred Qualifications

- ◆ High School or equivalent with 2-3 years general office experience.
- ◆ Proficiency with PC computer software applications (e.g., MS Word, Excel, and outlook).
- ◆ Excellent verbal and written communication skills.
- ◆ Able to act with tact and diplomacy, meet deadlines, and maintain effective working relationships.
- ◆ Demonstrated ability to multi-task and prioritize workload.
- ◆ Strong interpersonal skills
- ◆ Good attention to detail
- ◆ Professional, responsive and positive work attitude is essential.
- ◆ Access to a vehicle and possess a valid driver's licence.
- ◆ Able to provide acceptable references and criminal record check.

Competitive benefit package and salary based on qualifications and experience: Annual salary range \$41,000 - \$55,000.



Apply by **1pm April 14, 2025**, by sending your cover letter, resume, and three references (available to call) to:

Nuu-chah-nulth Tribal Council
Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to Aboriginal candidates who have a working knowledge of Nuu-chah-nulth culture and teachings.

Nuu-chah-nulth Tribal Council