



Receptionist (Tofino)

The Nuu-chah-nulth Tribal Council (NTC) is looking for full time, reliable, experienced Receptionist. Based out of the Tofino Office, this position will provide general receptionist support and other related duties.

Responsibilities Include

- ◆ Answer switchboard and greet callers; take messages, screen calls, refer calls and reply to questions in accordance with general instructions and office procedures; make assessment of calls to determine to which worker the call should be directed.
- ◆ Welcoming on-site visitors, 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.
- ◆ Perform the reservations function for NTC staff, including processing hotel requests, flight/water taxi requests, budget rental requests and meeting facility requests.

Preferred Qualifications

- ◆ High School graduation or GED with at least 2 years of receptionist training or experience in office routines.
- ◆ Strong organizational skills with ability to work independently.
- ◆ Able to provide clear information to the public and to maintain confidentiality.
- ◆ Able to communicate effectively in writing and use of MS Office programs.
- ◆ Able to work effectively within a team environment and to act with tact and diplomacy in all circumstances.
- ◆ Preference given to applicant who resides in the area.
- ◆ Must have a reliable vehicle and valid driver's licence.
- ◆ Provide work references and an acceptable RCMP criminal record check.

Competitive benefit package and salary based on qualifications and experience: annual salary range \$35,000 - \$52,000.

For further information contact Lisa Sam, Office Manager at (250) 724-5757.



Apply by **1pm, November 27, 2024** by sending your cover letter, resume and three references (available for contact) to:

Nuu-chah-nulth Tribal Council
P.O. Box 1383
Port Alberni, BC V9Y 7M2

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Nuu-chah-nulth Tribal Council