



Receptionist (Part-time, Term) — Gold River

The Nuu-chah-nulth Tribal Council (NTC) is seeking a **Part-time, Term Receptionist** (to March 31, 2022). The **Receptionist** position is the first point of contact and is responsible for the **hospitality and front desk support for multiple programs**. This role requires an **enthusiastic, proactive individual, with great organizational skills**.

Part-time hours for this position are Monday-Friday, 8:00 am to 12:00 noon. **This position is based out of Gold River** (must be willing to reside in the area).

Responsibilities Include

- ◆ Welcoming on-site visitors, determining nature of business and directing appropriately
- ◆ Operating a multi-line phone system and transferring or directing callers to appropriate personnel
- ◆ Distributing incoming mail and preparing outgoing mail
- ◆ Arranging for courier pick-up and delivery
- ◆ Typing documents as required
- ◆ Provide general office support to multiple programs
- ◆ Copying and filing documents
- ◆ Maintaining confidentiality

Preferred Qualifications

- ◆ Grade 12/GED graduation
- ◆ Good communicator over the phone and in person
- ◆ Reliable with good interpersonal and organization skills
- ◆ Provide a criminal record check
- ◆ Experience working within a First Nations community would be considered an asset
- ◆ Demonstrate compliance with the NTC Vaccination Policy (COVID-19 double vaccination)

Wage based on qualifications and experience: wage range \$15.90 - \$20.00 per hour.

For further information contact: Lisa Sam at (250) 724-5757.



Apply by **1pm September 30, 2022**, by sending your cover letter, resume, and 3 references (available to contact) to:

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

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however only those selected for a short interview will be contacted.

Nuu-chah-nulth Tribal Council