



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

Receptionist (Houpsitas) – Internal Posting

Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations are growing & need to add a top-notch **Receptionist** to the team. The Receptionist is responsible for greeting visitors & delivering exceptional customer service/assistance. He or she answers calls & fields them accordingly, addressing visitor questions/needs, and providing an overall welcoming environment. The Receptionist is responsible for performing ad hoc administrative duties and support when called upon. This position comes with extended health benefits, life insurance, Employee Assistance Plan, & a pension plan. You will also enjoy time off to achieve a healthy work-life balance!

What you'll do:

- Receive & greet visitors
- Operate switchboard (answer & direct calls)
- Take & distribute messages
- Keep track of who is in office at all times
- Manage calendar (ie book meeting space)
- Organize/participate in meeting set-up for various events
- Set-up Owl & other electronic equipment
- Troubleshoot when equipment is not working properly
- Help out with clean-up efforts after events/meetings
- Organize catering for various events
- Help with lunch/snack prep before meetings/events
- Receive & process mail/packages
- Order, arrange for pick-up, & distribute office supplies
- Organize & maintain lobby/photocopy area ensuring tidiness/cleanliness
- Arrange & coordinate equipment to be serviced (if asked)
- Book accommodation for staff/contractors & may assist with travel arrangements (if asked)
- Support with boat pick-ups
- Perform variety of other admin tasks if asked (ie filing, photocopying)
- Tidy-up kitchen (clean-up coffee area, load dishwasher, run dishwasher)
- Observe/adhere to all federal/provincial occupational health & safety regulations, practices, procedures
- Observe/adhere to all KCFN, federal, & provincial laws
- Observe/adhere to all KCFN policies, procedures, standards, protocols (current & future)

- Other duties/assignments as assigned by management

Our ideal candidate:

- Diploma or certificate in office administration – *strong asset*
- Grade 12 Diploma
- Several years of experience working in a Receptionist role – *strong asset*
- Experience using Office 365 and Google Docs
- WHMIS, Violence & Harassment Prevention Training, and Occupational First Aid Level 1 (or willing to obtain)
- Excellent organizational, conflict resolution training/skills
- Strong communication and attention to small details
- Exceptional time management and decision-making skills
- Valid driver's license, acceptable driver's abstract, reliable vehicle – *asset*
- Acceptable Police Information check

**** This competition is open to persons legally entitled to work in Canada****

CLOSING DATE & TIME: Feb 16/24 at 4:30pm

START DATE: ASAP

STATUS: Permanent, Full-time

DATE POSTED: Jan 31/24

COMPENSATION: \$20.00 per hr + health benefits/life insurance/EFAP/pension

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at dwaynew@kcfirstnations.com citing "**Receptionist**" in the subject heading of your e-mail.

In accordance with the provisions of the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.