



## **KWAKIUTL BAND RECEPTIONIST OPPORTUNITY SHORT TERM – 3 MONTH CONTRACT**

Applications are currently being accepted for a Kwakiutl Band Receptionist for a 3-month contract. Please forward your completed application including a cover letter, resume, and any certificates that you possess to the attention of: Susan Child, Acting Band Manager. Applications can be dropped off in person at the band reception and/or via email to: [manager@kwakiutl.bc.ca](mailto:manager@kwakiutl.bc.ca).

The deadline for applications is **January 22, 2019 at 4:00 p.m.** We thank all those who apply but only short-listed applicants will be contacted.

Please find below a summary job description and duties that are required.

### **JOB SUMMARY:**

- Reporting to the Band Manager the Receptionist is the first point of contact for the Kwakiutl Band. Ensuring all visitors are to be greeted in a friendly manner.

### **DUTIES / RESPONSIBILITIES:**

#### **FRONT OFFICE:**

- All visitors are to be greeted in a friendly manner All visitors are to be helped immediately
- There is to be no "foul/vulgar/derogatory" language, or verbal attacks on persons used in the office by staff or visitors.
- The front office can be a very busy and demanding so the ideal candidate needs to be personable, patient, and have the ability to multi-task.

#### **OTHER DUTIES INCLUDE:**

- Maintaining coffee station
- Selling Cigarettes/Tobacco
- Completing daily cash in and out
- Inventory ordering, receiving and shipping
- Completing mail logs and cheques distribution
- Booking and Renting out facilities
- Maintaining photocopier and fax machine
- Maintaining emails and faxes on a regular basis and distributing to appropriate department
- MAINTAINING PHOTOCOPIER FAX MACHINE

A complete job description will be provided upon request.



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### **REQUIREMENTS:**

- Knowledge of the Kwakiutl community, culture and language an asset
- Minimum grade 12 or equivalent is required
- Preference may be given to applicants who have a certificate in Office Management, or an appropriate combination of education, experience and/or training
- Superior computer skills in all office applications
- Ability to type 30 - 40 words per minute would be an asset
- Good telephone etiquette skills and multi-tasking skills
- Ability to work independently and within a team environment
- Ability to manage time effectively and efficiently
- Excellent interpersonal and communication skills
- Must have superior initiative skills and competencies

### **KEY RELATIONSHIPS:**

- Kwakiutl Chief and Council, department managers, supervisors and staff
- Maintains good relations with the Kwakiutl membership and community

### **WORKING CONDITIONS:**

- Smoke and scent free environment
- Harassment and violence free environment
- Successful criminal records check