



JOB POSTING

DEPARTMENT: Administration
SUPERVISOR: Administrator
TERM: Temporary
HOURS: As needed basis
POSITION: On Call Receptionist

1. General Responsibilities

The position of On-call Receptionist is within Simpcw First Nation administration. The On-call Receptionist is to provide temporary Receptionist services for the administrative offices when requested. The individual takes direction from and reports directly to the Band Administrator or Designate with regards to duties and areas of work. They must conform with and apply all relevant Band policies and procedures that relate to their employment with the Band and/or specifically to the performance of their work. They must work with and interact effectively with all other Band personnel to ensure a cooperative and friendly environment in the work place.

2. Abilities & Skills

- a) Ability to organize workload and set priorities.
- b) Ability to communicate effectively, both orally and in writing.
- c) Ability to work independently without direct supervision.

3. Qualifications

- a) Successful completion of secondary schooling (Grade 12)
- b) Proficiency in the use of English Language is essential.
- c) Knowledge of general office equipment, practice and procedures.
- d) Knowledge of basic computer programs
- e) Knowledge of conflict resolution practices.
- f) A combination of work experience and education may be considered.

4. Conditions of Employment

- a. Criminal Record Check
- b. Reliable Transportation

Hours of Work: Normal day shift – 7 hours; on an as needed basis

Please submit cover letter, resume along with 2 written reference letters to:

Dan Hardy, Administrator
Simpcw First Nation
PO Box 220 Barriere, BC V0E 1E0
Email: dan.hardy@simpcw.com/ Janice.philip@simpcw.com
Fax: (250) 672-5858

Deadline for Applications: On-going

Applications received after this time will not be accepted. Only applicants shortlisted will be contacted for interviews. Appointment to the position will require formal criminal record check, the details of which may preclude an offer of employment being finalized. *Preference will be given to qualified applicants of Aboriginal ancestry per Canada's Human Rights Act and legislative surrounding Employment Equity.*