

## JOB OPENING

# RECEPTIONIST



Xats'ul First Nation (XFN) in Williams Lake, B.C., is looking for a Receptionist to join their team. Reporting to the Executive Assistant, the Receptionist, under minimal supervision, carries out reception and general administrative duties. As the first point of contact for XFN, the receptionist will greet and welcome people arriving at the Band office in a professional and courteous manner. The receptionist will direct visitors to the appropriate staff member, answer and forward telephone calls, take messages and perform other clerical duties.

### WHY WORK HERE

We believe that in order to get the best out of our employees, we must ensure our employees are well supported. We don't just offer a standard benefits package, but we go beyond what's expected. In addition to competitive wages and excellent benefits, we offer a friendly work environment and support professional development. Finally, working at XFN, you will be leading meaningful work to support our community for the benefit of current and future generations. Our primary goal is to make our members' lives better now and in the future.

We are a Northern Secwépemc Nation, in the Cariboo, surrounded by a vast network of forests, lakes and rivers, grasslands, mountains, beautiful neighbourhoods, wonderful people and a rich cultural history. Adventure and exploration await you in this lifestyle abounding in nature, outdoor activity and wildlife.

### DUTIES & RESPONSIBILITIES

- Greet people arriving at the Band office, direct them to the appropriate contact.
- Answer incoming telephone calls, direct inquiries, provide information, screen calls and take messages, as required.
- Maintain office telephone extensions' directory and updates the directory periodically. Distributes the updated list to staff with the assistance of Communications
- Copy and distribute incoming mail and faxes after date stamping and logging into the computer; organize outgoing couriers, prepares mail with appropriate postage, delivering outgoing mail and collecting new mail daily
- Ensure the general tidiness and maintains the main entrance/reception/staff lunchroom area.
- Perform general administrative duties including maintaining bulletin boards, faxing, photocopying, data entry, and word processing of correspondence and other documents
- Arrange for servicing of office equipment and orders office/coffee supplies
- Organize and maintains copy room with supplies and forms required and ensures it is tidy
- Perform all closing procedures required at the end of the day
- Other related duties as assigned by the Executive Assistant

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

### ESSENTIAL EDUCATION, SKILLS, AND QUALIFICATIONS

- High school diploma or equivalency
- Six (6) months to one (1) year of experience, providing administrative, clerical or co-ordination services
- Accurate typing speed of 40 words per minute
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Must have strong organizational and communication skills
- Ability to deal tactfully and effectively with clients, customers, suppliers, and co-workers
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

**EMPLOYMENT CONDITIONS**

- A criminal record check upon hire and willingness to sign oath of, and maintain, confidentiality and disclose any potential conflicts of interest
- Must have a valid drivers license & provide a clean drivers abstract

**HOW TO APPLY:**

Please provide a cover letter and resume

**EMAIL YOUR APPLICATION TO:**

Human Resources  
Email: [hr@xatsull.com](mailto:hr@xatsull.com)

**MAIL YOUR APPLICATION TO:**

Attention: Human Resources  
Xat'sùll First Nation  
3405 Mountain House Road,  
Williams Lake, BC V2G 5L5

**WAGE/SALARY:**

\$21.77/hr

**APPLICATION DEADLINE:** March 10, 2023

NOTE\*\* Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.