



Receptionist

Type of Position: Full-time, permanent

About the Position:

Xatsúll First Nation, a dynamic Indigenous community, is seeking a dedicated and detail-oriented Receptionist to join our team. Located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

We are looking for a receptionist with a background in administration and experience in providing excellent customer service as the initial greeting and welcome to visitors/callers. The Receptionist uses a cordial and friendly approach promptly addresses customer needs professionally, and works to build effective relationships within the organization, associated agencies, government, and the general public.

Key Responsibilities

Reception:

- Answers incoming telephone calls and addresses visitors, directing inquiries, providing information, screening calls, and taking messages as required.
- Copies and distributes incoming mail and faxes after date stamping and logging into the computer; organizes outgoing couriers.
- Daily staff attendance.
- Ensures the general tidiness of the main entrance/reception/staff lunchroom area.

General Office Services:

- Performs general administrative duties including maintaining bulletin boards, faxing, photocopying, data entry, and word processing of correspondence and other documents.
- Provides assistance to team members/management for special projects, including conducting research, coordinating reports and documentation
- Maintains office telephone extension directory and updates this periodically, providing updates to employees and management as required
- Prepares mail with appropriate postage, delivering outgoing mail and collecting new mail daily
- Arranges for servicing of office equipment and orders office/coffee supplies
- Organizes and maintains copy room with supplies and forms required and ensures it is tidy

3419 Mountain House Road, Williams Lake B.C., V2G 5L5
Phone: (250) 989-2323 / Fax: (250) 989-2300
email: reception@xatsull.com
www.xatsull.com

- Provides basic technical computer support to office members
- Performs all closing procedures required at the end of the day
- Other related duties as reasonably required

Accounting/Financial Support:

- Fills in and reviews all administrative purchase orders to ensure they are correct
- Ensures proper purchase order authority is obtained before retaining a copy and forwarding the original orders to Accounting for cheque payment processing and account posting
- Forwards invoices and completed cheque requisitions to Accounting; investigates and resolves invoices received with no corresponding purchase order
- Issues receipts for funds received
- Maintains and annually updates inventory list of identified office assets
- Other duties as reasonably required

The duties listed are provided as examples of areas 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.

Skills and Qualifications

Knowledge, Skills, and Abilities:

- 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 administrative, 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

Experience and Education Requirements:

- Graduation from High School Grade 12 or equivalency
- Six months to one year of administrative, clerical, or coordination experience

Other Requirements:

- Professional appearance.
- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the values and culture of the Xat'sull First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com

Closing Date: Open until filled.

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment. Preference will be given to persons of Aboriginal ancestry, as per Section 16(1) of the Canadian Human Rights Act.

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