



## Job Description

### Receptionist/Administrative Assistant

(Full Time Term Position - Leave Coverage)

#### BRIEF OVERVIEW

Reporting to the Director of Finance and Administration, the Receptionist/Administrative Assistant, carries out reception and general administrative duties. As the first point of contact for Xats'ull First Nation, the receptionist will greet and welcome people arriving at the Administration 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 administrative and clerical duties.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
<ul style="list-style-type: none"><li>• Excellent administrative and organizational skills, with attention to detail and ability to multi-task.</li><li>• Ability to self-regulate and deal tactfully and effectively with clients, suppliers, and co-workers.</li><li>• Excellent communication and interpersonal skills with the ability to communicate information to various levels of the organization.</li><li>• Work independently with minimal supervision.</li><li>• Build strong customer relationships and deliver customer-centric solutions.</li><li>• Handle conflict situations effectively, patiently, and diplomatically.</li><li>• Maintain a high level of confidentiality.</li><li>• Develop, administer and achieve departmental goals and objectives.</li><li>• Juggle rapidly changing priorities, using innovation and resourcefulness.</li><li>• Respect, patience, understanding, objectivity and professional manner.</li><li>• Proven ability to deliver results when working both independently and within a team environment.</li></ul>	<p><u>Required:</u></p> <p><b><i>Indigenous Perspective</i></b></p> <ul style="list-style-type: none"><li>• Recognizes and respects all cultural diversity and has an understanding and respect for XFN culture.</li></ul> <p><b><i>Western Ways</i></b></p> <ul style="list-style-type: none"><li>• High school diploma or equivalency.</li><li>• one year of experience providing administrative, clerical, or coordination services.</li><li>• Intermediate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications, including databases.</li><li>• Criminal records check (vulnerable sector).</li></ul> <p><u>Preferred:</u></p> <ul style="list-style-type: none"><li>• Valid driver's license (BC Class 5) and satisfactory driving record. (public transportation is not available)</li></ul> <p><u>Hours &amp; Location:</u></p> <ul style="list-style-type: none"><li>• Full-time term position to provide leave coverage, anticipated to last approximately six months</li><li>• In person - 3419 Mountain House Road, Williams Lake, BC (About 20 minutes from town)</li></ul> <p><u>Wage Range:</u></p> <ul style="list-style-type: none"><li>• (\$17.75-\$21.30)</li></ul>

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to [hr@xatsull.com](mailto:hr@xatsull.com).

**Closing Date: March 18, 2026 at 4:30 p.m.**

**Applications received after this time will not be considered.**

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.

