



Ukatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

Job Posting

Receptionist for UFN Band Office

UFN is seeking a motivated, reliable individual that would like to work as part of our team at the Band Office.

The Receptionist will manage our front desk on a daily basis and will perform a variety of administrative and clerical duties.

As a receptionist, you will be the first point of contact for the UFN. The Receptionist's duties include offering administrative support across our band office. You will welcome guests, and greet people who visit the band. You will coordinate front desk activities, including distributing correspondence and redirecting phone calls.

To be our successful candidate as a receptionist, you need to have a pleasant personality, as this is also a customer service role. You will need to streamline office operations. Multitasking and stress management skills are essential for this position. Ultimately, a receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.

RESPONSIBILITIES

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, note pads, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Pick up, sort and distribute mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Order front office supplies and keep inventory in stock
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, and faxing
- Filling up the copier daily, making sure paper is always in the copier.
- Confidentiality is crucial and the receptionist is expected to adhere to all aspects of the job to be kept confidential.

REQUIREMENTS

- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g., fax machines, copiers and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Good Communication skills
- Time management skills
- Organizational skills
- Team management skills
- Confidential

EDUCATION AND EXPERIENCE

- High school diploma, graduate from a school in Office Management
- Familiarity with phone systems
- Experience with Microsoft Office Software.

Rate of Pay: Remuneration dependant upon qualifications

Deadline: Application will be assessed as received, and posting will remain open until filled.

Requirements: Successful Criminal Record, Vulnerable Person and other background checks as required, valid driver license.

TO APPLY:

Please send a cover letter, resume and three (3) references to hr@ulkatcho.ca or present by hand delivery to the Band Office. If submitting by email enter “Receptionist Position” in the subject line of the email.

Applicants of UFN and/or Aboriginal ancestry are encouraged to apply. We thank all those who apply; however, only short-listed applicants will be contacted

