Ulkatcho

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

Employment Opportunity

Receptionist – Band Office

Full Time Position - $25.00/hour to start

The Receptionist reports to the Office Manager. The Office Manager will provide training and direction to the receptionist. Daily, weekly and monthly tasks list will be provided.

The Receptionist will manage the 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 UFN. The receptionist's duties include offering administrative support across our band office. You will welcome guest and greet people who visit the band. You will coordinate front desk activities, including distributing correspondence and redirecting phone calls.

The receptionist is often the first point of contact for public when entering the office. Therefore, you need to greet individuals in a pleasant manner. You will need to streamline office operations.

Multitasking and stress management skills are essential for this position. The receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

QUALIFICATIONS:

- Use of Microsoft Office Suite software
- Use of office equipment (e.g. fax machine, copier and printer)
- Have a professional attitude and appearance
- Have solid written and verbal communication skills
- Able to be resourceful and proactive when issues arise
- Have excellent organisational skills
- Able to multitask
- Have time-management skills, with the ability to prioritize tasks
- Have good customer service attitude
- Have excellent communication skills
- Organizational skills
- Work as a team member
- Ensure confidentiality at all times

ESSENTIAL DUTIES:

- 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, take messages, check phone messages
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, note pads, forms and brochures)
- Maintain office security in compliance with UFN protocols
- Provide basic and accurate information in-person and via phone/email
- Pick up, sort, record and distribute mail/deliveries, take mail to the Post Office
- Notify the appropriate department if a package is delivered so they can pick it up
- 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
- Assist Council and Sr. Management with clerical tasks and other duties
- Maintain contact lists and other pertinent data
- Perform other clerical receptionist duties such as filing, photocopying, and faxing
- Filling up the copier daily, making sure paper is always in the copier
- Prepare order list for general office supplies as directed by the Office Manager
- Confidentiality is crucial and the receptionist is expected to adhere to all aspects of the job to be kept confidential
- Update bulletin boards inside, outside and the community notice boards (CanCo, clinic, etc.)
- Provide some personal assistance duties, special project as they arise
- Other clerical duties as assigned

Hours: The successful applicant will be hired on an as needed basis.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check & Reference checks

To apply for this position please send your resume and cover letter to hr@ulkatcho.ca or hand deliver a copy to the receptionist at the band office. Please include "**Receptionist**" in the subject line.

Posting Date: August 6, 2025

Application Deadline: Open until filled