




Receptionist (Full-time, Term)



The Nuu-chah-nulth Tribal Council (NTC) is seeking a Full-time, Term Receptionist (up to 3-months for backfill coverage) based out of Port Alberni. The Receptionist position is the first point of contact and is responsible for the hospitality and front desk support for multiple programs. This role requires an enthusiastic, proactive individual, with great organizational skills.

Responsibilities Include

- ◆ Answer switchboard and greet callers; take messages, screen calls, refer calls and reply to questions in accordance with general instructions and office procedures; make assessment of calls to determine to which worker the call should be directed.
- ◆ Welcoming on-site visitors, determining nature of business, directing appropriately, and transmit information to and from staff members.
- ◆ Maintain established office files of records, visitor sign-in sheets, maintain logs and records of office activities.
- ◆ Arranging for courier pick-up and delivery
- ◆ Typing documents as required
- ◆ Copying and filing documents
- ◆ Maintaining confidentiality

Preferred Qualifications

- ◆ High School graduation or GED with receptionist training or experience in office routines.
- ◆ Able to provide clear information to the public and to maintain confidentiality.
- ◆ Able to communicate effectively in writing and using computers.
- ◆ Able to work effectively within a team environment and to act with tact and diplomacy in all circumstances.
- ◆ Must have a reliable vehicle and valid driver's licence.
- ◆ Provide references and an acceptable criminal record check.
- ◆ Demonstrate compliance with the NTC Covid-19 Vaccination Policy.

Wage based on qualifications and experience: wage range \$15.65 - \$17.10 per hour.



Apply by 1pm October 6, 2022, by sending your cover letter, resume, and 3 references (available to contact) to:

**Nuu-chah-nulth Tribal Council
P.O. Box 1383, Port Alberni, B.C. V9Y 7M2**

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however only those selected for a short interview will be contacted.

Nuu-chah-nulth Tribal Council