



Tla-o-qui-aht First Nation

Receptionist

Full Time – Permanent

Ty-Histanis Health Centre

As a Receptionist you will be the representative of our company's first impressions on the guests and visitors. It is your foremost responsibility to compassionately greet all incoming guests, visitors and members, help them with directions or any appropriate information. You will be professionally answering phone calls in a polite tone and re-directing calls to respective departments. Also as the receptionist, you will perform various front desk duties including filing, handling and re-directing mail, external communications, and assisting administratively to TFN Management Team, and Staff. This position reports to the Finance & Administration Manager.

Duties and Responsibilities

- Answering phones, properly navigating callers to the appropriate departments, staff, and information callers require.
- Greeting guests and hosting meeting guests. Preparing coffee, water, tea service.
- Monitoring supply inventory weekly.
- Set up of appointments for TFN Staff.
- Set of meetings being held at the treaty office (Board room schedule, setup & tear down)
- Organization of staff schedules and posting (monthly/daily)
- Monitoring and maintenance of all TFN Notices via bulletin board, emails, and postings.
- Operation, and maintenance of the faxes incoming and outgoing – Includes keeping a very organized fax logging system
- Organization and maintenance of mail logging system in place. All incoming and out-going mail gets called out to recipients, or sent by Canada Post or Courier.
- General tidying of office areas. Board room, front office / reception area.
- Receiving and placing orders as directed.
- TFN Meeting schedule organization. Updating calendars, phoning participants, communication on confirmed for meetings etc.
- Preparation and organization of Meeting Kits.
- General office operations, filling of paper in machines, operation of postage machine, copier, fax machine, filing, making copies as needed, distribution of staff mail arriving by post office box, fax, email etc..
- All other duties as assigned.
- Office support / duties as required from other TFN Staff

Qualifications

- Education: High School Diploma (Preferred), or Additional Administrative Support Certifications, or Diploma will be considered an asset.
- Experience: 1-2 years of related experience in office environment (Required)

- Experience of Microsoft Office software suite. (Required)
- Ability to build positive relationships with high level of interpersonal skills

Qualifications Continued...

- Ability to prioritize tasks according to importance in a fast paced environment
- Ability to handle conflict with sound judgement
- Multi-tasking capability without compromising on quality
- Must be proficient in handling office equipment including complex multiple lined telephones, printers, photocopy machines, etc.
- Strong written and verbal communication skills
- Valid Driver's License, with access to a vehicle (Required)
- Must provide a criminal record check (Required)

Only applicants granted an interview will be contacted:

- Interviews will then be conducted.
- Written tests may be administered.
- Reference checks will be conducted.
- Proof of education must be submitted at the interview.
- Successful candidate must meet and maintain the Conditions of Employment throughout their employment.
- You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter or response to screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiated by examples.
- Information on your described skills, experience, etc. provided in a cover letter or screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

Tips for applicants:

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

Submit your resume, covering letter, and reference letters stating how you meet these qualifications:

Deadline to apply is : Friday March 3, 2017 by 4:30pm

Submit your resume with covering letter that demonstrates how qualifications are met. To the attention of:

Chief Executive Officer - Ted Adnitt

Email: jobs@tla-o-qui-aht.org Or by Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway Tofino