



# HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361  
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

## ***JOB POSTING –***

The Haisla Nation Council is looking to train potential candidates for the position of:

### **On-Call Front Desk Receptionist**

#### **Duties:**

- Greet clients/visitors and announce arrival;
- Provide general information to clients and the public;
- Operate the switchboard;
- Open and distribute mail and incoming faxes;
- Use office equipment including photocopier, fax machine, computer;
- Maintain schedule of room booking for the meeting rooms and Council Board Rooms;
- Managing and maintaining: stamp machine, photocopier/fax/scan machine
- Monitor computer kiosks;
- Ordering and stocking of supplies as required;
- Maintain filing, inventory, mailing and database systems and maintain files and records;
- Ability to work both independently and within a team environment;
- To follow the HNC personnel policy and manual;
- Other related duties as assigned by the Human Resources Manager.

#### **Qualifications:**

- Business Technology Certification, plus a minimum of two years office experience;
- Organizational and office management skills;
- Excellent interpersonal and communication skills;
- Ability to work in a busy environment and maintain confidentiality;
- Possess a valid BC Driver's license and own vehicle is an asset;
- Willing to provide a criminal record check;
- Direct experience working with First Nations;
- Be ready and available on short notice for work.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure  
Human Resources Manager  
Haisla Nation Council  
Email: [humanresources@haisla.ca](mailto:humanresources@haisla.ca)

This is a *continuous advertisement* and we will repost to update all call-out lists in three (3) months if necessary.

April 7, 2017