



huu ay aht

ANCIENT SPIRIT, MODERN MIND

POSITION TITLE: Office Administrator/Receptionist

POSITION TYPE: Permanent Full Time

LOCATION: Anacla Government Office

SALARY RANGE: \$36,000 - \$43,000

AUTHORITY RELATIONSHIP: Executive Assistant/Administrative Manager

JOB SUMMARY:

The Office Administrator/Receptionist reports to the Senior Executive Coordinator & Administrative Manager and plays a key role in ensuring smooth day-to-day operations of Huu-ay-aht services by providing diverse administrative support. This individual will act as the first point of contact for visitors and inquiries, manage communications, and maintain an organized and efficient administrative environment. The ideal candidate is highly organized, personable, and proactive, excelling in data management, multitasking, and team collaboration while fostering positive interactions with citizens, staff, and the public.

JOB DUTIES:

- Serve as the first point of contact at the reception desk by greeting and directing Huu-ay-aht Citizens, visitors, and the general public.
- Professionally manage incoming phone calls, emails, and faxes, ensuring messages are accurately relayed to the appropriate staff or department.
- Provide courteous and efficient assistance to visitors by guiding them to the appropriate resources, departments, or staff members.
- Perform computer-based tasks, including data entry, preparation of correspondence, and general office documentation.
- Develop and maintain a current and accurate filing system to support general receptionist duties and organizational needs.
- Monitor office supply levels, place orders as needed, and coordinate with PAGO reception to ensure timely procurement.
- Actively participate in team projects and events, providing administrative support and assistance as needed.
- Sort, distribute, and log incoming and interoffice mail, ensuring timely delivery to the appropriate staff or departments.
- Collaborate with the Events Coordinator to facilitate bookings for the House of Huu-ay-aht and other related events.
- Process purchase orders and maintain accurate records as requested.
- Engage positively with all Huu-ay-aht staff, fostering a collaborative and friendly work environment.
- Perform additional duties as assigned by management to support the effective operation of Huu-ay-aht services.

OPERATIONAL REQUIREMENTS:

- Required to work Monday to Friday, 8:30 to 4:00 pm. (Including ½ hour paid lunch).
- Must have a valid driver's license.
- Successful background checks, including employment verification and reference checks.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Minimum of 2 years of experience in an office environment, preferably in a combined administrative support and receptionist role and ideally has worked in a First Nations environment.
- Highschool Diploma, with formal training in Office Administration preferred.
- Proven ability to uphold HUU-AY-AHT First Nations (HFN) organizational values: Professionalism, Respect, Health, Effective Communication, Trust, and Support.
- Strong written and verbal communication skills with the ability to engage effectively with citizens, staff, and visitors.
- Exceptional customer service and interpersonal skills to build positive relationships and provide professional assistance.
- Demonstrated ability to multitask and prioritize responsibilities in a dynamic environment.
- Proficiency in Microsoft Office Suite, including Outlook, Word, PowerPoint, and Excel.
- Strong organizational and time management skills, with a keen eye for detail in handling data entry, scheduling, and correspondence.
- Problem-solving mindset with the ability to address challenges effectively and proactively.
- Dependable and accountable, with a strong sense of responsibility and work ethic.
- Collaborative and cooperative, fostering teamwork across departments.
- Resilient under pressure, maintaining composure and professionalism in challenging situations.
- Commitment to confidentiality and discretion in handling sensitive information.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@hUUayaht.org by fax 250-728-1222. Please quote Receptionist Job Posting. Closing date for this position is January 3rd at 4:00pm.