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ANCIENT SPIRIT, MODERN MIND

Casual/Temp, Fill-In Position: Casual Receptionist

Location: Port Alberni Government Office and Anacla Government Office

Positions Available: 2

Salary: \$25.00 per hour

Reports To: Administrative Supervisor

Position Summary: Huu-ay-aht First Nations is seeking two Casual Receptionists to provide reception, clerical, and administrative support for its Government Offices. One position will be based at the Port Alberni Government Office,

and one position will be based at the Anacla Government Office. This position provides coverage during employee absences, vacations, training, and periods of increased operational need.

Key Accountabilities

- Provide reception, clerical, and administrative support to ensure efficient office operations.
- Maintain confidentiality and professionalism at all times.
- Promote a positive, respectful, and performance-focused work environment aligned with Huu-ay-aht First Nations values, culture, and goals.
- Ensure accurate and timely flow of information, visitors, correspondence, and office communications.

Job Duties and Responsibilities:

Reception and Customer Service

- Answer, screen, and direct incoming telephone calls.
- Greet and assist citizens, visitors, contractors, and guests.
- Direct inquiries to the appropriate department or staff member.
- Maintain professional and welcoming reception area.

Administrative Support

- Perform data entry and prepare correspondence as required.
- Maintain filing systems and office records.
- Assist departments with mailouts, meetings, events, and general administrative tasks.
- Coordinate meeting room bookings and office vehicle bookings.
- Maintain staff directories and office communication boards.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Ensure the boardrooms are stocked with necessary supplies and presentation materials.
- Monitor the condition and cleanliness of boardrooms and notify the Building Service Worker when cleaning or maintenance is required.

Mail, Courier, and Communications

- Receive, process, log, and distribute incoming and outgoing mail, courier packages, faxes, and interoffice correspondence.
- Coordinate mail deliveries between government office locations.
- Assist with newsletters, notices, mailouts, and other communications.

Office Operations

- Monitor office supply inventory and coordinate supply orders.
- Maintain office equipment-related records and supply inventories.
- Assist with travel arrangements and meeting coordination as requested.
- Support organizational events, community meetings, and People's Assembly activities as required.
- Receive, organize, and store office supplies in designated storage areas.

Financial and Records Administration

- Process approved payments and issue receipts as required.
- Maintain accurate logs and records related to reception activities.
- Assist with purchase orders and other administrative documentation.

Other Duties

- Perform other duties as assigned.

Qualifications and Experience

Education and Experience

- Previous experience in a receptionist, administrative assistant, or office support role.
- Experience working in a professional office environment.
- Experience providing customer service to the public.

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Knowledge, Skills, and Abilities

- Strong interpersonal communication skills.
- Excellent organizational and time-management skills.
- Ability to manage multiple priorities in a busy environment.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and exercise discretion.
- Proficiency with Microsoft Office (Outlook, Word, Excel, Teams).
- Ability to work independently and as part of a team.

Operational Requirements:

- Availability to work on a casual, on-call basis.
- Ability to stand on a step stool to safely restock office supplies and storage areas.
- Ability to lift and carry up to 25lbs.
- Ability to move throughout the office environment, including walking between departments and work area as required.
- Ability to work at either the Port Alberni Government Office or Anacla Government Office as operationally required.
- Valid BC Driver's License is considered an asset.
- Successful completion of reference and background checks.
- Hours of work: Monday to Friday, 8:30 am to 4:00 pm. (with ½ hour lunch).

How to Apply

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your cover letter & resume to HR@huuayaht.org

Please Quote: Casual Receptionist

Position open until filled.

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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- Iisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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