




# Receptionist



The Nuu-chah-nulth Tribal Council (NTC) is looking for a permanent, full-time, reliable, experienced Receptionist. Based out of the Tofino Office, this position will provide general receptionist support and other related duties.

### *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.
- ◆ Assisting staff with travel arrangements and reservations for program staff.

### *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.
- ◆ Be willing and able to demonstrate compliance with the NTC Vaccination Policy (COVID-19).

**Competitive benefit package and salary based on qualifications and experience: annual salary range \$31,000 - \$39,000. For further information contact Lisa Sam, NTC Office Manager at (250) 724-5757.**

Apply by **1pm, June 5, 2023** by sending your cover letter, resume and three references (available for contact) to:



**Nuu-chah-nulth Tribal Council**  
P.O. Box 1383  
Port Alberni, BC V9Y 7M2  
Attn.: *Human Resource Manager*

Fax: (250) 723-0463

Email: [apply@nuuchahnulth.org](mailto:apply@nuuchahnulth.org)

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

# Nuu-chah-nulth Tribal Council