




# Receptionist



**Nuu-chah-nulth Tribal Council (NTC) is seeking a term** (*backfill to March 31, 2021 – with the possibility of an extension*), **Receptionist for its Nuuchahnulth Employment and Training Program. Based out of the NETP 8th Avenue Port Alberni office, this job will involve day-to-day receptionist duties and related duties such as secretarial support.**

## ***Responsibilities Include***

- ◆ Welcoming on-site visitors, determining nature of business and directing appropriately;
- ◆ Operating a multi-line telephone system to answer incoming calls and directing callers to appropriate personnel;
- ◆ Scheduling appointments for NETP Case Managers and Intake Coordinator;
- ◆ Update Job Board on daily basis;
- ◆ Distributing incoming mail and preparing outgoing mail;
- ◆ Provide reminder calls to clients registered in our programs;
- ◆ Typing documents as required, filing correspondence and other records;
- ◆ Maintaining data integrity, entering & altering client data in an electronic database;
- ◆ Follow all health and safety protocols due to COVID-19 for safety of clients and staff;
- ◆ Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the NETP Office Coordinator or NETP Manager.

## ***Preferred Qualifications***

- ◆ Must have a minimum of a high school diploma/GED, with office training or certificate in office administration.
- ◆ Excellent word processing skills with ability to type at least 50 wpm.
- ◆ Personable, reliable and energetic, with exceptional oral communication.
- ◆ High capacity to adapt quickly to new and changing needs of program staff.
- ◆ Skilled in the use of multi-line phone systems.
- ◆ Ability to establish and maintain effective working relationships with others.
- ◆ Highly motivated & able to take initiative and self-direct with minimal supervision.
- ◆ Familiarity with local community services & resources.
- ◆ Must have a car, driver's licence, and provide an acceptable criminal record check.
- ◆ Understanding of the importance of maintaining client confidentiality.
- ◆ Preference will be given to Nuuchahnulth-aht.



Apply by **4pm, January 22, 2021** by sending your cover letter, resume, and three references (available to call) 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 regret that we will only respond to those applicants chosen for an interview)

# Nuu-chah-nulth Tribal Council