




Casual/On-Call Receptionist



Nuu-chah-nulth Tribal Council (NTC) is seeking a casual/on-call Receptionist for its Nuu-chah-nulth Employment and Training Program (NETP). Based out of the NETP office on 8th Avenue in Port Alberni, 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;
- ◆ 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;
- ◆ 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 Nuu-chah-nulth-aht.

Wage based on qualifications and experience: \$17.00 - \$21.40.



Apply by **1 pm November 30, 2023** 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

Email: apply@nuuchahnulth.org

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Candidates must be legally entitled to work in Canada to be considered for this position.*

Nuu-chah-nulth Tribal Council