



Receptionist (Part-time, Term) — Gold River

The Nuu-chah-nulth Tribal Council (NTC) is seeking a Part-time, Term Receptionist (to March 31, 2022). The Receptionist position is the first point of contact and is responsible for the hospitality and front desk support for multiple programs. This role requires an enthusiastic, proactive individual, with great organizational skills.

Part-time hours for this position are Monday-Friday, 8:00 am to 12:00 noon. This position is based out of Gold River (must be willing to reside in the area).

Responsibilities Include

- ◆ Welcoming on-site visitors, determining nature of business and directing appropriately
- ◆ Operating a multi-line phone system and transferring or directing callers to appropriate personnel
- ◆ Distributing incoming mail and preparing outgoing mail
- ◆ Arranging for courier pick-up and delivery
- ◆ Typing documents as required
- ◆ Provide general office support to multiple programs
- ◆ Copying and filing documents
- ◆ Maintaining confidentiality

Preferred Qualifications

- ◆ Grade 12/GED graduation
- ◆ Good communicator over the phone and in person
- ◆ Reliable with good interpersonal and organization skills
- ◆ Provide a criminal record check
- ◆ Experience working within a First Nations community would be considered an asset
- ◆ Demonstrate compliance with the NTC Vaccination Policy (COVID-19 double vaccination)

Wage based on qualifications and experience: wage range \$15.90 - \$20.00 per hour.

For further information contact: Lisa Sam at (250) 724-5757.



Apply by **1pm September 30, 2022**, by sending your cover letter, resume, and 3 references (available to contact) to:

Nuu-chah-nulth Tribal Council
P.O. Box 1383, Port Alberni, B.C. V9Y 7M2

Email: apply@nuuchahnulth.org

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

Nuu-chah-nulth Tribal Council