



Uchucklesaht Tribe Government

Job Posting

Uchucklesaht

Position: **Receptionist/Office Clerk**

Location: Port Alberni, B.C.

Uchucklesaht Tribe Government (UTG) is a dynamic and progressive Maa Nulth First Nation located on the West Coast of Vancouver Island. UTG has been self governing since treaty came into affect on April 1, 2011.

UTG is seeking a self-motivated, experienced, and highly skilled individual who has excellent interpersonal and communications skills to become part of their team as the Receptionist/Office Clerk. As often the first line of contact, the Receptionist/Office Clerk will promote a professional image and good impression of UTG, ensuring all interactions are carried out with a friendly, positive, and helpful attitude.

The Receptionist/Office Manager will provide consistent high-quality clerical and receptionist support.

Qualifications and Experience:

- Certificate in Administrative Assistant, or an acceptable combination of education and progressively responsible experience.
- 5 years of direct work experience in a Receptionist/Office Clerk capacity, ideally in a First Nations government environment.
- Strong Knowledge of general office procedures involving procurement, travel arrangements, reports, records management, etc.
- Hands-on experience with productivity applications, including word processing, spreadsheets, email clients, and presentation software. Superior word processing skills at 50 words per minute
- Superior time management skills, multi-tasking skills, and the ability to prioritize tasks with minimal supervision.
- Previous experience in handling confidential or sensitive information; knowledge of applicable data privacy laws
- Able to maintain filing systems and basic databases.
- Superior Telephone manners and strong interpersonal skills

Interested applicants can encouraged to obtain a copy of the complete job description by contacting Lysa Ray, Executive Assistant, at lysa.ray@uchucklesaht.ca

Salary Range and Benefits:

UTG offers a wage range (\$24 - \$27/hour) commensurate with qualifications and experience and a comprehensive benefit plan (including dental plan, extended health benefits, optical plan, accumulated sick leave and Municipal Pension Plan). Please submit a resume and cover letter no later than **4:30 pm on Thursday March 20, 2025** to:

Attention: Lysa Ray, Executive Assistant
In person/by mail: 5251 Argyle Street, Port Alberni, B.C. V9Y 1V1
Emailed to: Lysa.Ray@Uchucklesaht.ca (MS Word or PDF documents)

We thank you for your interest, however, only candidates selected for an interview will be contacted.