



Nadleh Whut'en Band (NWB)

Job Posting

Position: Administration Office Receptionist

This position is responsible for providing reception and general administrative support, and ensures the Administration Building is a welcoming environment.

Primary Responsibilities:

- Assists the Executive Assistant and other departments with various administrative support as requested.
- The operation and coordination of NWB office telecommunications systems;
- Coordinate room bookings for meetings and events
- The provision of Receptionist services for visiting NWB community clients & business representatives;
- The provision of Office & Mail Clerk services for the NWB main office;
- The provision of a central filing system for the NWB
- Performs other related duties as assigned

Qualifications:

- Grade 12
- 1-2 years prior experience in office administration
- Intermediate computer skills including MS Office and understanding of office equipment
- Reliable, prompt and efficient
- Works with the public and co-workers in a cooperative, friendly and professional manner
- Satisfactory criminal record check
- Valid B.C. class 5 driver's license and clear driver's abstract
- Well-developed office administration, communication and interpersonal skills
- Excellent client service skills, friendly, positive, responsive, professional and helpful
- Well organized and proactive with strong time management skills
- Ability to multi task with attention to detail
- Ability to exercise a high degree of professionalism and confidentiality
- Genuine respect for Nadleh Whut'en First Nation culture and protocols

Please submit resume to rdasilva@nadleh.ca

Position open until filled.

***Applicants will be shortlisted according to prior work history and qualifications.**

Only those selected for an interview will be notified*

Preference will be given to Nadleh Whut'en Band Members if qualified.