



# Nadleh Whut'en Job Posting

## **Position: Health Centre Receptionist/Patient Travel Clerk** **Full Time**

Under the direction of the Community Health Representative, this position is responsible for:

- The operation and management of Health Center telecommunications systems;
- The provision of Secretarial Support Services for Health Centre Staff
- The provision of Clerical Support services for the Health Centre
- The performance of other related duties as assigned by the Community Health Representative, Health Director and/or Chief and Council

Qualifications:

- Grade 12 or equivalent
- Familiar with the operations of a variety of office equipment
- Working knowledge of Microsoft Word, Excel & other related computer software
- Reliable and dedicated
- Confident with organizational ability and also possess the capacity to multi-task
- Works with the public and co-workers in a cooperative and professional manner

**Deadline to apply: September 23, 2022 by 4:30 pm**

**Please apply by sending resume to: [kgeorge@nadleh.ca](mailto:kgeorge@nadleh.ca)**

**\*\*Only those selected for an interview will be contacted & preference will be given to band members if qualified \*\***

**Late applications will not be accepted.**