



Employment Opportunity  
**Receptionist/Clerk**  
Reference No. TWT-ADM-CLE-0619

**PURPOSE:** Reporting to the Ts'ewulhtun Office Manager, the successful candidate will be responsible to provide front desk reception and to provide transportation support. This is a 1.0 FTE term position ending on or about August 11, 2020. This position will rotate between the two positions of Receptionist and Clerk and will work primarily in the office with minimal travel required.

**RESPONSIBILITIES:**

- Receive client phone calls and obtain required client information
- Communicate client information to Medical drivers
- Enter client information into taxi log and Musti'muhw
- Distribute required documentation to clients (bus & taxi vouchers)
- Arrange and confirm hotel accommodations for clients when needed
- Ensure all required client documentation is received
- File incoming documents
- Refer clients to internal and external resources when appropriate
- Data enter client information, and input accounts payable data for the Office Manager's approval
- Other related duties as required

**EDUCATION AND EXPERIENCE:** *(please attach all required documents)*

- Grade 12 Graduation
- 2 years administrative experience

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Organizational skills
- Time management with the ability to multitask different tasks simultaneously
- Excellent written, oral, and interpersonal communication skills
- Knowledge of internal and external resources
- Knowledge of Microsoft Office Suites programs
- Knowledge of Cowichan culture, customs, and traditions

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention: Reference No. TWT-ADM-CLE-0619**  
Human Resources Department, Cowichan Tribes  
5760 Allenby Rd. Duncan, BC V9L 5J1  
**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)  
**Website:** <http://www.cowichantribes.com/employment>  
**Deadline: 4:00 p.m. Thursday, July 11, 2019**