



Employment Opportunity

Receptionist Clerk

Reference # TWT-ADM-RC-0823

PURPOSE: Reporting to the Ts'ewulhtun Health Center Office Manager/Program Coordinator, the purpose of the Receptionist Clerk is to coordinate local and out-of-town transportation support for Cowichan Community members and provide reception and administrative support to Ts'ewulhtun Health Centre programs. This is a full time permanent unionized position that works primarily in the office with minimal local travel required.

COMPENSATION AND BENEFITS: Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience, the position starts at \$21.28 - \$22.58 per hour (\$38,735.97 - \$41,086.50 annually).

RESPONSIBILITIES:

- Work with the medical transportation team and Office Manager/Program Coordinator to provide local and out-of-town transportation support for Cowichan community members
- Receive phone calls and obtain required community member information
- Communicate community member information to on-duty driver
- Enter community member information into taxi log and Mustimuhw
- Schedule on-duty driver's breaks
- Prepare, arrange and distribute bus, taxi, hotel vouchers or other required documentation to community members
- Demonstrate a professional and positive demeanor while responding to inquiries made in person, by phone or by mail and direct accordingly
- Answer telephone calls and perform reception duties such as: operating a multi-line telephone system to answer, screen and forward calls; take messages and provide basic information; direct callers to the appropriate contacts or services and provide basic program / service information
- Complete daily staff attendance update
- Assists with a variety of correspondence, reports, letters, minute taking, notices and other documents using Microsoft Office and other programs
- Assist with appointments or meetings; prepare meeting agendas, packages, presentation media and refreshments; book travel arrangements etc. as needed
- Open, sort and stamp incoming and outgoing mail; arrange for courier deliveries and pick-up; and order and maintains office supplies
- Maintain paper or electronic filing systems, records, logs, filing systems and forms
- Participates in staff / department meetings, events, training and other initiatives
- Ensure all required community member documentation is received
- Other related duties

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

- Completion of Grade 12
- Certificate or Diploma in Office Administration or related program
- Minimum 2 years' clerical experience required
- Valid BC driver's license with current driver's abstract and reliable vehicle
- Satisfactory Criminal Record Check
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. All individuals must show Proof of Vaccination as a mandatory condition of their employment.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Cowichan culture, customs, traditions and language is an asset
- Knowledge of Cowichan Tribes and Ts'ewulhtun Health Centre programs and services
- Knowledge of proper document preparation
- Proficiency in Microsoft Office Suite programs and other computer programs
- Well-developed written, oral, and interpersonal skills
- Time management with the ability to multitask and uphold confidentiality in a fast-paced environments with strict deadlines
- Organizational skills

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference # in the subject line of your email.

Reference # TWT-ADM-RC-0823
Cowichan Tribes Human Resources Department
Email: resume@cowichantribes.com
Website: <http://www.cowichantribes.com/employment>
Deadline: Tuesday August 29, 2023 @ 4pm