



Employment Opportunity

Receptionist

Reference No. LSG-ADM-REC-0923

PURPOSE:

Reporting to the Office Manager, the purpose of the Receptionist position is to provide reception and administrative support in order to ensure that services are provided in an effective and efficient manner. This position is a full time permanent position and works primarily in the office with no additional 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 professional development, paid vacation and paid sick leave. Depending on experience, the position starts at \$20.29 – \$21.50 per hour (\$36,920.52 – \$39,137.28 annually).

RESPONSIBILITIES:

Greet and Direct all Clients in Person or on the Telephone:

- Manage multi-line phone system to answer, screen, and transfer calls to the appropriate team member
- Receive, record and transfer messages to the appropriate employee
- Ensure all departmental forms are readily available for staff and community members
- Provide information to community members on department programs and services as requested
- Assist community members to complete applications and other documents as needed
- Coordinate and track the annual food fish distribution lists

Provide Administrative Support to all Department Staff:

- Provide staff with employment forms and documents
- Track and manage room bookings
- Track employee attendance, meetings, and site visits
- Ensure the photocopy and fax machine is maintained
- Receive, log, and distribute incoming and outgoing mail and faxes
- Attend staff meetings as required
- File incoming documents to appropriate files
- Prepare documents such as internal correspondence, posters, and templates
- Gather and process department invoices
- Ensure cleanliness and orderliness of common areas, such as the lobby, bulletin board, board room, and staff kitchen
- Assist department programs in the coordination and delivery of community events, such as event location details and transportation
- Receive, log, and distribute department cheques
- Process department invoices in TIFIS
- Create and distribute purchase orders through TIFIS as requested

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
We thank all applicants in advance but only shortlisted candidates will be contacted.*

- Order and track all office supplies
- Other related duties

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

- Grade 12 Graduation
- Certificate/Diploma in Applied Business Technology, Business Administration, Office Administration or a related field preferred
- 2 year's administrative experience preferred
- Experience working in a First Nations community is essential
- Criminal Record Check required
- 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:

- Strong organizational skills with an attention to detail
- Strong time management skills with the ability to multitask different tasks simultaneously
- Excellent communication skills; in person, over the telephone and via email
- Excellent written, oral and interpersonal skills
- Knowledge of Microsoft Office Suites and related programs
- Knowledge of standard office equipment
- Personable, respectful and helpful with a focus on good customer service
- Ability to learn and adapt quickly, while facing continuously changing demands
- Knowledge of Lulumexun Lands and Self-Governance programs, services and processes
- Knowledge of Cowichan culture, customs, traditions and the Hul'q'umi'num' language or a willingness to learn

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

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. on Monday, October 9, 2023

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