



Northern Shuswap Tribal Council Employment Opportunity Reception / Office Coordinator: Coverage

The Receptionist/Office Coordinator effectively carries out reception and general administrative tasks providing excellent customer service as the initial greeting and welcome to visitors/callers. The Receptionist uses a cordial and friendly approach and promptly addresses customer needs in a professional manner, and works to build effective relationships within the organization, associated agencies, government, and the general public.

Duties and Responsibilities (Reception)

1. Answers incoming telephone calls and addresses visitors, directing inquiries, providing information, screening calls, setting up appointments, and taking messages as required
2. Distributes incoming mail and faxes after date stamping; organizes outgoing couriers
3. Maintains the office calendar recording governing body and management meetings, events, and critical deadlines; coordinates boardroom booking system; maintains staff "in/out" attendance
4. Ensures the general tidiness of the main entrance/reception area, including the photocopier room
5. Ensures completion of paperwork, sign-in, sign-out procedures
6. Organizes catering (food/beverages) for events or guests as required
 - Leadership Meetings – Ensure coffee, tea, etc. is set up in the INDC boardroom. Set up for lunch in the INDC boardroom (plates, cutlery, etc is put out in the morning). Clean up and bring the caterer's items downstairs and left over food is packaged up. Clean tables before & after meeting.
7. Ensure that all staff leaves, community travel, meetings, lateness and absences, etc. are entered into the attendance log.

Skills and Abilities:

- Accurate typing speed of 30 words per minute
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Must have strong administrative, organizational and communication skills
- Ability to deal tactfully and effectively with clients, customers, suppliers, and co-workers
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Experience

- Six months to one year administrative, clerical or coordination experience
- Demonstrated experience in developing and maintaining office systems and controls

Conditions of Employment

1. Must be able to obtain and maintain a Criminal Record's Check.
2. Must be able to obtain and maintain a valid BC Driver's License

Wage: \$17.38 to \$22.02 depending on education & experience

CLOSING DATE: Until filled

Please forward resume along with 3 work related references to:
Marg Shelley, Executive Director
Northern Shuswap Tribal Council
17 South 1st Avenue, Williams Lake, BC V2G 1H4
Email: administration@nstq.org