



Cayoose Creek Indian Band

PO Box 484, Lillooet BC. V0K 1V0 PH: 250-256-4136 Fax: 250-256-4138
Cayoosecreek.ca

Position: Receptionist/Office Assistant

External Job Posting: Open to all, preference given to qualified Cayoose Creek Band Members.

The Administration Receptionist/Office Assistant is an integral part of the Administration team and plays a key role in providing administrative support to the various departments and some entities within the organization. The receptionist is the initial contact either in person or by telephone regarding these inquiries. The Receptionist will carry out all general office duties such as typing, filing, photocopying, mailing, and be responsible for essential components such as community newsletter. The incumbent reports directly to the Band Administrator.

DUTIES AND RESPONSIBILITIES:

- Maintain confidentiality on all matters
- Performing day-to-day administrative/clerical duties, including filing, photocopying, faxing, scanning, processing correspondence, reports, e-mails, and other documentation
- Preparing for Staff meetings including organizing agendas, notifications, compiling documents, preparing packages pre-and post-meetings
- Setting up Community/staff meetings, including after hours or weekend meetings, booking catering, setting up conference equipment and having meeting packages organized.
- Assisting as needed with staff for the organization of community events
- Answering incoming telephone calls, addressing visitors, directing inquiries, referring calls to appropriate person, and taking messages as required
- Preparing the bi-monthly community newsletter, distributing to membership by mail, email, website and social media
- Processing incoming and outgoing mail
- Assistance with on any other administrative tasks, as needed.
- Other duties as directed.
- Class 5 Driver License and asset

JOB QUALIFICATIONS:

- Post Secondary certificate in office administration, business, etc. is a benefit but not required
- Knowledge and understanding of First Nations communities, culture and issues are essential.
- Minimum typing speed of 45 WPM.
- Experience with Microsoft Word, Excel, PowerPoint, Publisher
- Working knowledge of office equipment including telephone, photocopier, postage machine, parcel scale, conference call equipment and set up
- Must have excellent organizational and communications skills.
- Must have an excellent command of the English language, in particular business English.
- Experience preparing agendas and various correspondences.
- Experience working with the public and excellent customer service skills.
- Conflict Management skills.
- Must be a natural multi-tasker.

Length of Employment:

This is a full-time position starting immediately

Please forward Cover letter and Resume with any applicable attachments to:

cnc@cayoosecreek.ca

Attn: Sek'wel'was Hiring Committee

Fax: 250-256-4138

Closing Date: June 30th, 2023 or until the position is filled