

SHUSWAP



INDIAN

BAND

EMPLOYMENT OPPORTUNITY

Receptionist
Casual / Relief

The Shuswap Indian Band is located in the beautiful Columbia Valley near Invermere, BC and operates two office buildings that are host to its many member, client and customer programs and services. The Band is seeking a qualified and motivated casual, relief receptionist.

Supporting the entire organization, the receptionist is required to receive all visitors, route phone calls, handle various administrative duties throughout the day between the hours of 9:00 a.m. to 4:00 p.m. (with no exceptions). The ideal candidate will have the ability to work effectively in diverse environment where change and flexibility is essential. The receptionist will be responsible for providing a high level of initiative, integrity, reliability, confidentiality & professionalism.

Educational & Experience Requirements:

- Completion of Grade 12, or equivalent
- Minimum 2 years reception and/or switchboard experience
- Computer training and office equipment experience
- Ability to interact positively with council, staff, members, public and professional service providers
- Ability to maintain strict confidentiality
- Must be flexible; this position covers sick/vacation relief and you may not get much notice to come into work

Additional Requirements:

- Criminal Record Check
- Preference will be given to Shuswap Indian Band members that live in the region

For a full job description or to apply contact the Shuswap Indian Band, #3A-492
Arrow Road, Invermere, BC V0A 1K2.

Fax: 250-341-3683. Email: dops@shuswapband.net

Deadline for Applications: January 5, 2019 at 4:00 p.m.