



Tl'azt'en Nation
PO Box 670, Fort St James, B.C. V0J1P0
Phone: 250-648-3212 Fax: 250-648-3250



JOB OPPORTUNITY

Tl'azt'en Nation requires a **Receptionist** for our Administration Building

PRIMARY RESPONSIBILITIES:

- Answer, screen, forward telephone calls and take messages.
- Greet people, in a friendly and courteous manner, and direct them to contacts.
- Perform clerical duties, such as filing, opening and stamping the mail.
- Record cheques.
- Maintain attendance records.
- Fill the paper trays of the photocopier and fax when required. Add toner or change toner cartridges in the photocopier.
- Call service technician and arrange for service when the photocopier is down.
- Order stationery supplies, toner cartridges etc.
- Send outgoing faxes and distribute incoming faxes.
- Post new bulletins and take down outdated bulletins.
- Keep the lobby area and receptionist desk tidy.
- When supplies come in such as boxes of paper – unload and put in the photocopy room. Keep the photocopier area tidy at all times. This includes emptying the shredder when full and putting in a new bag.
- Take appointments for people wanting to get Status Cards and also for intake for Social Assistance.
- Provide basic information to the public.
- Ensure kitchen area is tidy, clean dishes at the end of the day.
- Carry out incidental and related duties as required and/or requested by the immediate supervisor.
- Must follow the direction of the Tl'azt'en Policy and Procedures Manual.

EDUCATION: Grade 12 preferred.

SKILLS:

- Ability to perform routine tasks repetitively.
- Oral communication skills.
- Social ability to handle visitors and staff with courtesy, patience and respect.
- Organization skills.
- Ability to work independently.
- Knowledge of switchboard.
- Ability to follow instructions with precision and ease.
- Ability to work with computers and office systems.

Send cover letter and resume to:

Charlene Tom
Tl'azt'en Nation
PO Box 670
Fort St. James, BC, V0J 1P0
Email: Charlene.tom@tlazten.bc.ca
Fax: 250.648.3250

Only short listed candidates will be contacted for an interview.

OPEN UNTIL FILLED