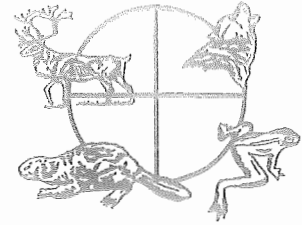


TL'AZT'EN NATION
P.O. Box 670, Fort St. James, B.C. V0J 1P0
Phone 250-648-3212 • Fax 250-648-3250



Social Development & Natural Resources
Job Posting
Receptionist

Social Development & Natural resources

Receptionist

Open Until Filled

May 2019

Position Summary:

Tl'azt'en Nation Social Development & Natural Resource Department is seeking a Receptionist who will be responsible for Ensuring high level customer service including reception services and operational administrative support to the departments as directed.

Knowledge & Abilities:

- **Ability to communicate effectively, both orally and in writing, including proofreading skills**
- **Ability to arrange meetings, engagement sessions, conferences, ect. Including all aspects of logistic documents and materials,**
- **Ability to work independently, proactively and with a hands-on approach to meet deadlines and accomplish assigned task and projects with minimal supervision**
- **Ability to manage sensitive and confidential information and matters in a trusted and responsible manner**
- **Ability to develop and maintain effective interpersonal relationships and work in a team and collaborative environment within the office and potentially with all partners and communities**
- **Ability to effectively and efficiently utilize Microsoft office suite including Word, Outlook, Power Point and Excel**
- **Ability to develop and maintain effective interpersonal relationships and work in a team and collaborative environment within the office as well as with all partners and communities.**

Education & Experience

- **Grade 12 or an acceptable combination of education or training**
- **Experience working in an office or an administrative capacity**

Only Applicants who meet education/experience qualifications will be contacted for and interview.

PLEASE NO PHONE CALLS.

Please submit your cover letter & resume to:

Social.development@tlazten.bc.ca

Or in person @ The Education Centre