

# Employment Opportunity



## S.A.Y. Lands Office

**Position Title:** Receptionist  
**Position Location:** Chilliwack, BC  
**Salary:** \$16.00 - \$18.00 per hour to commensurate with experience  
**Status:** part-time, temporary with the opportunity to grow into a full time permanent role

### **Position Overview**

The Receptionist is responsible for greeting visitors, delivering exceptional customer service assistance, and providing administrative support. This entails answering and fielding calls, and addressing visitor questions and needs. This role creates the first impression for guests and visitors and creates a welcoming, professional environment.

### **Responsibilities and Duties:**

- Works with Executive Assistant to confirm work priorities
- Creates a favorable first impression by servicing visitors and guests in a courteous, friendly and professional manner
- Promptly identifies caller or visitor information needs and directs them to the appropriate staff member
- Notifies staff members when visitors have arrived at the reception area
- Ensures that the reception area is well organized and neat in appearance
- Operates a variety of office equipment including computers, phone system, fax machines, printers, photocopiers, etc.
- Sort incoming mail, date stamp and place in appropriate mail slot
- Orders and maintains and appropriate inventory of office supplies and ensures the office supply storage area is clean and well organized
- Books and schedules use of meeting rooms

### **Knowledge, Skills, and Abilities**

- Knowledge of First Nation culture and working with First Nations and citizens
- A professional and approachable demeanor
- Exceptional verbal and written command of English
- Highly organized, detailed oriented and able to prioritize tasks
- Able to forge strong relationships with a variety of employees, managers, partners, vendors and partners
- Able to exercise diplomacy, tact and good judgment
- Proven ability to maintain the confidentiality of documents, records and information
- The ability to work independently with minimal supervision and collaboratively within a team
- Ability to prioritize workload and meet deadlines, with exceptional time management skills
- Computer skills, including fundamental knowledge of Microsoft Office – Word, Excel, and Outlook

### **Training, Education, Certification, and Experience**

- Minimum one (1) year experience in an office or administrative role working with First Nation communities or equivalent experience
- Post-Secondary education in business, governance or a similar field is an asset
- Satisfactory Criminal Record and Vulnerable Sector Check

### **Working Conditions:**

- Working in a shared office space
- Multi-tasking and deadlines can be expected
- Engaging with SAY members and citizens
- Interacting with outside contractors, and the general public
- Because we work with a variety of stakeholders and communities, we require that all employees be vaccinated.

### **HOW TO APPLY**

***Preference may be given to candidates of Indigenous ancestry s16(1) CHRA and have knowledge of local First Nations traditional customs and practices.***

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com).