

Nisga'a Lisims Government

●
PO BOX 231
NEW AIYANSH, BC
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1-866-633-0888



JOB POSTING

POSTED: November 23, 2012

CLOSES: December 7, 2012

POSITION: Receptionist
SALARY RANGE: Commensurate with Qualifications Experience
SUPERVISOR: Executive Assistant to the CEO
HOURS: 35 hours per week
TERM: Permanent Full Time
LOCATION: New Aiyansh

JOB SUMMARY:

Perform receptionist duties and provide administrative and clerical support.

DUTIES:

- Receive and direct visitors;
- Receive and direct incoming telephone calls and take/deliver messages;
- Receive, distribute and track incoming and outgoing mail/fax correspondence;
- Assist with travel and meeting arrangements;
- Perform other related duties such as typing, photocopying, shredding, filing etc.
- Other general office duties as assigned.

EDUCATION or OCCUPATIONAL CERTIFICATION:

- Minimum grade 12 or equivalency required;
- Post Secondary training as Certified Office Assistant or in Business Administration an asset.

EXPERIENCE:

- Previous experience as a receptionist required;
- Minimum 2 years experience as an office assistant preferred.

SKILLS / ABILITIES:

- Proficient use of standard Microsoft Office applications;
- Accurate and efficient keyboarding;
- Planning and organizational skills with attention to detail;
- Excellent written, verbal and interpersonal communication skills;
- Familiarity with Nisga'a Culture and ability to speak and write the Nisga'a language is an asset.

OTHER:

- 3 recent work related references will be required.

Applicants are required to submit a resume with cover letter describing their qualifications and experience **prior to 5:00 pm on Friday, December 7, 2012**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ALL RESUME PACKAGES MAY BE DIRECTED TO: Nisga'a Lisims Government
Attention: Human Resource Department
P.O. BOX 231, NEW AIYANSH, B.C., V0J 1A0
Fax Number: 250-633-2367
Email: hrdept@niscga.net