



Nisga'a Lisims Government

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NISGAANATION.CA

JOB POSTING

POSTED: August 15, 2025

Closes: August 29, 2025

POSITION: Receptionist – Nisga'a Lisims Government Building
SALARY RANGE: Commensurate with Qualifications and Experience
SUPERVISOR: Executive Services Manager
HOURS: 35 hours per week **TERM:** Full Time – Permanent **LOCATION:** New Aiyansh, BC

JOB SUMMARY: Perform receptionist duties and provide administrative and clerical support.

Duties:

- Greet clients with a positive and helpful attitude;
- Direct visitors by maintaining employee and department directories;
- Answer multi-line phone and direct incoming inquiries appropriately;
- Receive, distribute and track incoming and outgoing mail/fax correspondence;
- Assist with travel and meeting arrangements;
- Maintains security by following procedures and monitoring logbook;
- Perform other related administrative 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 required;
- Accurate and efficient keyboarding;
- Planning and organizational skills with attention to detail;
- Ability to prioritize and organize a busy workload which often includes multiple, competing demands;
- 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;
- Valid drivers' license preferred.

Applicants are required to submit a resume with cover letter describing their qualifications and experience prior to **5:00 pm on August 29, 2025**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please note that social media checks are also part of the recruitment process.

++ Note that a Casual Call-In List will be established through this recruitment process. All applicants invited for an interview will be considered for future on-call and casual opportunities of a similar job description. ++

ALL RESUME PACKAGES MAY BE DIRECTED TO:

Nisga'a Lisims Government
Attention: Human Resources Department
P.O. BOX 231, New Aiyansh B.C., V0J 1A0
Email: hr@nisgaanation.ca