Stellat'en First Nation
791 Shun K'et Ti Fraser Lake, BC V0J 1S0

JOB POSTING

Position Information

Position: Health Clinic Receptionist
Reports to: Health Director
Hours: Full-time
Salary Range: $20.00 to $25.00
Application Closing Date: July 24, 2026

Job Summary

The Health Clinic Receptionist will perform all clerical and support duties for the First Nation Health Benefits Program (FNHB) and support the Health Staff.

Responsibilities:

- Greet and welcome guests/patients as soon as they arrive at the clinic
- Answer, screen, and forward incoming phone calls
- Direct Visitors/ patients to the appropriate person and office
- Answer the routine enquiries of clients and business representatives whenever possible
- May type photographs, and compile reports, notices, meeting agendas, etc. on behalf of staff
- Perform all office administration duties such as reception area neatness, incoming mail, faxes, office communication systems upgrading, purchasing, ensuring proper door security system is enabled, assisting with data entry and/or scanning of documents
- Performs other related duties as assigned

Qualifications, Education and Experience:

- Knowledge of First Nations Culture and Traditions (specifically Stellat'en)
- Valid Class 5 BC Driver's License
- Clean Criminal Record Check
- Excellent interpersonal relationships and communication skills
- Grade 12 diploma
- Completion of post-secondary office administration certification preferred
- 2 years of direct experience working in an office environment.
- Class 5 drivers license

Please submit cover letter and resume with references via email at resumes@stellaten.ca

We thank everyone for their interest; however, only those selected for an interview will be contacted.

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