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

# JOB POSTING

**Position Information**
Position: Receptionist
Departments: Administration
Wage: $18.00
Reports to: Manager
Hours: Casual, On-call
**Position ID: SEP-002-2025**
**Application Close Date: Until Filled**

## Job Summary

The casual on-call receptionist position is to cover absences for vacations, sick time, etc. This position will require someone versatile to be available on short notice.

The Receptionist is accountable for providing excellent customer service by greeting people and answering phones. The position is also accountable for providing administrative support and performing clerical duties to support all staff and specifically the Health Director or Band Administrator.

## Responsibilities:

- Operation and coordination of telecommunications
- Greet, assist, and direct visitors, patients, and clients.
- Provide general administrative support.
- Assists clients, patients, visitors, and administration or health staff with meetings and other reasonable and related duties as required.
- Maintain confidentiality.
- File clerk services.

## Qualifications, Education and Experience:

- Successful completion of grade 12 or equivalent, a certificate in office administration or an equivalent combination of education and experience.
- A minimum of two years' experience providing clerical or reception services.
- Experience with Microsoft Office including Excel, Word, PowerPoint, and Outlook
- Knowledge of administrative services, processes, and procedures.
- Knowledge of record management systems.
- Communicate effectively and professionally both verbally and in writing.
- Ability to work independently as well as in a team environment.
- Valid Class 5 BC Driver's License
- Clean Criminal Record Check

Please submit cover letter and resume with references via email at resumes@stellaten.ca with the position ID in the subject line.

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