



Office of the Wet'suwet'en

RECEPTIONIST

The Office of the Wet'suwet'en is currently seeking a receptionist for our office in Smithers. The position will also provide secretarial services to our program departments.

As a member of the Office of the Wet'suwet'en team, the incumbent will perform receptionist activities.

RESPONSIBILITIES:

- Front line reception.
- Processing incoming and outgoing mail.
- Filing.
- Purchasing.
- Coordinating maintenance of all office equipment and computer systems.
- Clerical support.
- Coordinating meetings.
- Maintain Fleet log, insurance and maintenance.
- Finance department support.
- Implement Covid-19 policies and procedures.
- Assisting all departments under the Office of the Wet'suwet'en.

QUALIFICATIONS:

- Personally flexible and culturally sensitive.
- Centered and a team player; a positive lifestyle.
- Effective written and verbal communication skills.
- Excellent computer skills.
- Ability to multi-task.
- Organizational skills are an asset.
- Ability to type up to 60-70 wpm.

Alternatively, the Office of the Wet'suwet'en will entertain applications from individuals with related diplomas and significant (4 years) experience in Reception.

General Requirements for all positions include:

- An understanding of Wet'suwet'en Culture and systems.
- Valid BC Drivers license and reliable vehicle.
- Fluency in Wet'suwet'en (is an asset).

When submitting your application for the above position, please clearly indicate how you meet the required qualifications and include the following:

1. A cover letter clearly indicating the position, which you are applying.
2. A resume with three references.
3. A pre-skill evaluation is required following the interview process.

Deadline for Applications: **March 25th, 2022 at 4:30 pm**

APPLICATION PACKAGES ARE TO BE
ADDRESSED TO THE FOLLOWING:

Office of the Wet'suwet'en – Personnel Committee
Attention: Lucy Glaim, Finance Controller
205 Beaver Road, Suite 1, Smithers, BC V0J 2N1
Phone: 250-847-3630 ext. 2229 Fax: 250-847-5381

We thank all those who apply, but only those short-listed will be contacted for an interview.