



**Wet'suwet'en Treaty Office Society  
On call Receptionist Job Description:**

Key Responsibilities:

- Front line reception
- Processing incoming and outgoing mail
- Attendance
- Clerical support
- Coordinating meetings
- Assisting all departments under the Office of the Wet'suwet'en

Qualifications include:

- Is client centered and a team player
- Personally flexible and culturally sensitive
- Effective written and verbal communication skills
- Ability to multi-task
- Knowledge of Wet'suwet'en Culture
- Knowledge of Windows, word processing and excel

1. Front Line Reception:

- Greet clients and visitors to the Office in a pleasant manner and directing enquiries appropriately.

2. Answering phones and directing calls:

- Answering phones in a pleasant manner and directing enquires appropriately or taking messages when required.

3. Attendance

- Take daily attendance at 9:00 a.m.

4. Distribute mail:

- Picking up mail on a daily basis and date stamp date all incoming mail.
- Distributing all mail appropriately.
- Prepare all outgoing mail daily and mail.

5. Administer bookings of board room:

- Co-ordinate the bookings of the board room with the Executive Secretary (Christine). Ensure that all meetings, other than treaty related meetings are provided with their specified requirements for food and beverage. Invoice and track receivables for all boardroom rentals.

6. Word processing and finance reconciliation duties as directed by the Comptroller or Executive Director:

7. Perform other duties as directed by the Finance Controller or Executive Director.

Please add: fax or email resumes to attention Lucy Glaim

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