



# *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

## **JOB POSTING**

**Tk'emlúps te Secwépemc (TteS)** is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Receptionist  
**DEPARTMENT:** Administration/Shared Services  
**SUPERVISOR:** Administration/Human Resources  
**TERMS:** On-Call  
**JOB REFERENCE#:** 2018 - 024

### **NATURE & SCOPE OF WORK:**

This position is the first line of contact for Tk'emlúps te Secwépemc (TteS) and is responsible for greeting visitors, responding to inquiries and operating the main switchboard for the Tk'emlúps te Secwépemc (TteS) Organization in a timely manner.

### **DUTIES AND RESPONSIBILITIES:**

- Performs all duties and responsibilities in accordance with the Tk'emlúps te Secwépemc (TteS) policies, standards and procedures as directed.
- Maintains confidentiality on all matters relating to the affairs of the Administration Department and the Tk'emlúps te Secwépemc (TteS).
- Answers, transfers and forwards all incoming calls in a professional, courteous and timely manner to appropriate destination.
- Assists others with phone system and voicemail set up.
- Greets visitors upon arrival, ascertains their business and forwards to the appropriate person/department.
- Provides department information as required.
- Takes messages when required.
- Maintains the Tk'emlúps te Secwépemc (TteS) answering machine.
- Picks up mail/courier packages daily, records, opens, sorts, and distributes and/or delivers mail, correspondence and faxes.
- Prepares all mail outs, records, applies postage and drops off mail for pickup.
- Contacts courier company for pickup of courier packages.
- Assists departmental staff as directed in the day to day operations as required.
- Performs other duties as directed.

**POSITION QUALIFICATIONS:**

- Must be computer literate, and have knowledge of Microsoft Office Programs, Outlook, Excel, Internet, electronic filing and standard computer applications.
- Able to work independently and within a group.
- Must be able to multi-task.
- Must be exceptionally punctual.
- Excellent organizational and planning skills.
- Must have strong teamwork and cooperation, service orientation skills.
- Exceptional interpersonal and communication skills with ability to use tact and diplomacy.
- Flexible, committed and enthusiastic.
- Ability to work in a multi-cultural setting.

**REQUIRED LICENCE, CERTIFICATE, EDUCATION**

- Completion of Grade 12.
- A combination of 1-year clerical/administrative support experience, education and/or training or an equivalent combination

**HOURS OF WORK:** Normal day shift – 7 hours per day. Non – normal shift may be required.

**PAY GRADE:** As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Please submit Job Application form, cover letter, resume, and references  
online: [tkemlups.ca](http://tkemlups.ca); fax: 250.828.9847 or in  
person at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.  
Please note the office is closed from 12:00 noon to 1:00 p.m.**

**We require each applicant to complete an online  
[Job Application Form](http://tkemlups.ca) available on the [tkemlups.ca](http://tkemlups.ca) website**