



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: FINANCE
SUPERVISOR: FINANCIAL CONTROLLER
TERMS: FULL-TIME
JOB REFERENCE#: 2018 - 097

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:

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

- Perform other related 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.

Deadline for the Job posting is December 12th, 2018.

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/current-openings/> or by email: resume@kib.ca,
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. &
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out
an online application form which can be found on the website**

**Any late submissions or submissions without the job application form.
WILL NOT be considered.**