



ADAMS LAKE INDIAN BAND
JOB POSTING
Health & Wellness Receptionist
(Full-time Permanent Position)

NATURE & SCOPE OF WORK:

Under the direction Health & Wellness Director, carries out secretarial, reception for all Health & Wellness related programs. This position shall be the first point of contact for all Health & Wellness employees.

POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Multi-Switchboard Operations; Answer incoming calls; telephone messages, screen calls and direct calls to appropriate destination.
- Receiving office visitors and company officials, greeting visitors ascertaining their business and escorting or placing them in contact with the appropriate staff member.
- Process incoming and outgoing mail/faxes/emails; and photocopy necessary documents for distribute to the appropriate department.
- Prepare weekly notices and/or monthly notices.
- Operate office equipment i.e., photocopier, computer, fax, calculator, etc.
- Type basic correspondence: letters, memos, and notices.
- Preparation of Courier packages.
- Ordering and maintaining of sundries and office supplies.
- Assist in keeping a clean front area, with provision of coffee services for guests. Manages supplies and servicing.
- Assist with the development of presentations and reporting to Chief and Council, staff, and membership.
- Arrange appointments, meetings, travel accommodations, reimbursement submissions and training programs for the Health & Wellness employees
- Relief receptionist for other departments, as required.
- Maintain equipment (assets) inventory list.
- Assist with the preparation and distribution of related materials to band membership, funding sources and vendors.
- Performs all other related duties as assigned by the Health & Wellness Director and/or designate

KNOWLEDGE AND SKILLS

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- Post-secondary training in related field.
 - One-year related experience in an office setting
 - Strong communication both oral and written.
 - Knowledge of computers and programs Outlook; Excel; Word; Power Point
 - Knowledge of budgets, invoices, and payments
 - Good telephone etiquette and public relation skills
 - Excellent typing skills and formatting business letters/written reports
 - Strong organization and time management skills
 - Self motivated to work alone and as a team player.
 - Willingness to attend training to improve skills, as required.

Other Requirements

- Current criminal record check
- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

Interested applicants please direct cover letter and resumes to:

Human Resources Manager
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

This position will remain open until a suitable candidate is found
Posted on January 7th, 2022

Only those short listed will be notified for interviews.