



Tse'khene Community Development Corporation

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Receptionist

Tse'khene Community Development Corporation is seeking a full-time receptionist the Tse'khene Business Centre at Prince George, BC. The position is full time, five days per week for a work week of 35 hours. This position reports directly to the Tse'khene Community Development Corporation Manager. All employees of TCDC must be fully vaccinated against the COVID-19 virus.

Primary duties of the Receptionist are:

- Assist the Tse'khene Community Development Corporation Manager as required
- Receive visitors/clients
- Maintain an effective meeting room scheduling and the appropriate arrangements for the preparation of meeting rooms
- Receive and process telephone calls
- Receive and distribute mail
- Record meeting minutes
- Maintain filing systems and monitor efficiency
- Organize meetings, receptions and functions
- Manage office supply inventories
- Update office directory monthly
- Provide administrative support for multiple programs and projects
- Anticipate and initiate actions regarding office operations
- Ensure inquiries are addressed and resolved
- Resolve routine problems in a thorough and timely manner, based on assessment of situations and use of pre-existing procedures
- Assist with the coordination of major events
- Update manuals and procedures
- Schedule diverse and complex appointments, meetings and travel arrangements
- Initiate TCDC participation in the annual MLIB AGA

Requirements

Strong verbal and written communication skills
Certificate in Office Administration/Applied Business Technology
Excellent user knowledge of Microsoft Office (MS Word, Excel, PowerPoint and Outlook)
Demonstrated skills with social media and developing newsletters
Strong leadership, self-management, interpersonal and social awareness skills
Valid Class 5 Driver's License

Please submit a cover letter and resume to:

Doreen Tiller
Human Resources Advisor
General Delivery
McLeod Lake, BC
V0J 2G0
hrdept@milib.ca or Fax: 250-750-4420

Posted: November 29, 2021
Closing: Until filled

No phone calls please. Only those shortlisted will be contacted.