



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

McLeod Lake Indian Band

Receptionist

Posting Date: August 21, 2025

Start Date: As soon as possible

Location: McLeod Lake, BC

Employment Type: Full-time, permanent

Position Overview

The Receptionist is the first point of contact for members, staff, and visitors. This position supports the smooth daily operations of the Administration Office by providing professional, courteous, and efficient reception and administrative services.

Core Duties and Responsibilities

Front Desk & Member Services

- Greet and welcome members, staff, and visitors in a respectful and professional manner.
- Answer, screen, and direct incoming phone calls; take and relay accurate messages.
- Respond to general inquiries, providing information or directing to appropriate staff/department.
- Maintain knowledge of MLIB programs, services, events, and contact information.
- Ensure the reception area, lobby, and meeting rooms are tidy, welcoming, and stocked with necessary materials.

Administrative Support

- Receive, date-stamp, and distribute incoming mail, packages, and deliveries.
- Prepare and send outgoing mail and courier packages.
- Maintain office supplies inventory for reception and communal areas.
- Provide photocopying, scanning, faxing, and filing support as needed.

- Assist with scheduling meetings and booking meeting rooms.
- Maintain updated staff contact lists and internal directories.
- Record visitor sign-ins and ensure security protocols are followed.

Cheque Logging & Financial Support

- Receive cheques from Finance and record them in the Cheque Logbook.
- Ensure secure storage and proper recipient verification (photo ID and signature).
- Return unclaimed cheques to Finance by the deadline.
- Maintain strict confidentiality of all financial records and information.

Other Duties

- Provide frontline support to members, including help with forms and applications.
- Post approved notices and updates on community bulletin boards.
- Support community events and administrative functions as assigned.
- Attend staff meetings and training.
- Perform other related duties as directed by the Director of Administrative Services.

Skills and Qualifications

Essential Skills

- Strong verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to manage multiple tasks in a calm, organized manner.
- Strong attention to detail and accuracy.
- Strict confidentiality in handling sensitive information.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and office equipment.

Qualifications

- High school diploma or equivalent required; post-secondary training in administration is an asset.
- Previous office, reception, or customer service experience preferred.
- Familiarity with administrative procedures and multi-line phone systems.
- Comfort working with technology and basic troubleshooting skills.

Cultural Awareness & Sensitivity

- Knowledge of McLeod Lake Indian Band, its values, and community programs (or willingness to learn).
- Demonstrated cultural sensitivity and respect for Indigenous traditions, governance, and community relationships.
- Ability to always represent MLIB positively and respectfully.

Other Requirements

- Reliability, punctuality, and consistent attendance.
 - Ability to work independently and as part of a team.
 - Flexibility to assist with community events and activities as required.
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How to Apply

Interested applicants are invited to submit a resume and cover letter to:

Human Resources Department

McLeod Lake Indian Band

Email: hrdept@mlib.ca

Posting Date: August 21, 2025 — Posting will remain open until filled.