



McLeod Lake Indian Band

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

Job Posting On-Call Casual Reception

Scope

Under the direction of the Band Administrator, promote the efficient operations of the McLeod Lake Indian Band with a focus on customer service. The Receptionist will greet visitors, answer telephones, and assist the Administrative staff with clerical duties as needed to promote the efficient operations of the McLeod Lake Indian Band.

Duties will include:

- Maintain an efficient document management system by:
- Receiving and sorting incoming mail.
- Ordering office supplies for all departments.
- Routing documents to the appropriate personnel.
- Providing a typing service for various correspondences, reports, forms, or documents as required and or directed. Maintain a log of outgoing correspondence.
- Receiving incoming telephone calls and answering routine enquiries; transferring calls to the appropriate personnel, or accurately recording messages if the person is out of the office.
- Receive clients in the reception area, answer routine inquiries and make appointments when required.
- Maintain effective meeting room scheduling and the appropriate arrangements for the preparation of the meeting rooms.
- Other tasks that may be assigned by the Department Director.

Qualifications:

Undergraduate Degree and/or Grade 12 certificate combined with experience. Valid Driver's License, CPR/OFA Level 1, Criminal Records Check, knowledge of the MLIB Tradition, Culture and Language; Proficiency with computers and other office equipment.

Remuneration: The position is hourly pay, with minimal overtime. The wage is based upon experience.

Submit resumes and a cover letter to:

McLeod Lake Indian Band
General Delivery, McLeod Lake BC V0J 2G0

Attention: Human Resources

Email: hrdept@mliib.ca

Posted: October 16, 2023

Closing date: until filled.