



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

On-Call Receptionists

On-Call, Casual

Wage: \$20.00 per hour

What's in it for you?

The On-Call Receptionist position is a great opportunity to gain office work experience, build organization and communication skills, and get your foot in the door with the Nation.

JOB SUMMARY

Snuneymuxw First Nation (SFN) is seeking on-call receptionists. Reporting to the Executive Assistant to the Chief, an On-Call Receptionist is responsible for handling front office reception and related duties, in addition to providing administrative support to other SFN staff, when required. The On-Call Receptionist will provide organization-wide support and may be required to work at the Multi-Use Building (gym), Hulut Lelum (Health Center), Admin Office, Woodbank, or any other SFN building. Location preferences will be considered. Training will be provided for all locations. Weekly hours may vary and depend on operational needs. Work opportunities may be available on a short-notice basis.

DUTIES & RESPONSIBILITIES

As an On-Call Receptionist, you will be responsible for the following duties:

- Welcome visitors, determines nature of business, announces visitors to appropriate staff and ensures reception area is maintained and kept tidy.
- Screen and direct calls, respond to queries regarding SFN, take and relay messages as required.
- Ensure that office and meeting rooms and other areas are maintained in a clean and organized manner.
- May assist with members picking up forms and other paperwork.
- Sort and distribute incoming mail and handle courier pick up and deliveries
- Maintain an up-to-date internal telephone & email listing of all SFN staff (including admin office building, Health Center, and Woodbank).
- Provide administrative support to Department Heads and Managers, as directed by the supervisor.
- Perform other tasks and duties as assigned.



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MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Minimum Grade 12 completion.
- 1 year of experience in an administrative role is preferred.
- Experience with Microsoft Word, Excel, Power Point, Outlook is preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exercise good judgment, show initiative and be proactive.
- Strong customer service skills.
- Excellent interpersonal, written, and oral communication skills.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong organizational skills with proven ability to effectively prioritize workflow.

WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and criminal record check.
- You must maintain strict confidentiality in performing the duties of this position.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: Always Open

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises



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Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities