

INTERNAL/EXTERNAL POSTING 2018-31

TITLE: Receptionist
LOCATION: Any FNFN department
TERM: Temporary Call In (TCI), Casual as needed
SALARY: Grade 1 Step 1, \$14.80 per hour
CLOSING DATE: Open until sufficient spots filled



SCOPE

Temporary-Call-In (TCI) employees will receive orientation to the work and will provide the employer with their days and times of availability, and must be readily available for work when called for work on those designated days. TCI employees are required to apply for a leave of absence from the call list when requesting a short term leave whereby the worker plans to return to work at a near future date. TCI's who refuse six shifts in a row without approved leave will be removed from the call-in list, and the employer's Employee Reinstatement Policy will apply.

The Receptionist is responsible for supporting the overall smooth operations of the assigned department. This position provides a range of office support work, including: public relations, reception, switchboard operations, clerical work, maintaining filing systems, documents/inventory control, drafting communications for approval, and ensuring the smooth flow of information and correspondence in and out of the assigned department. This position maintains all confidential/private information in accordance with the Personal Information Protection and Electronic Documents Act, and all other legislation applicable to the position. Other related duties as required.

Candidate Profile:

A Receptionist is an individual of mature and professional presentation with a diplomatic personality possessing initiative and attention to detail. The successful candidate is able to work independently while positively contributing to a teamwork environment. Core competencies include:

- Ethics and Integrity
- Organizing and Coordinating
- Reliability and Trust
- Safety Sensitive
- Confidentiality
- Customer Service

MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with some high school education
- Minimum 18 years of age
- A desire for office support and receptionist work
- Good documentation skills
- Good computer skills and good knowledge of relevant software such as MS Office Suite, Excel
- Respectful demeanor and good oral and written communication skills
- Successful completion of a criminal record check
- Reliable transportation to and from work

DESIRED QUALIFICATIONS

All of the above mentioned, as well as:

- Applied Business Technology or equivalent certification and previous office experience.
- First Aid certification
- Experience working for or a relational understanding of First Nations governance.
- Ability to speak Dene and/or Cree.

APPLICATION INSTRUCTIONS

Competition will remain open until sufficient spaces filled. **Start date:** Immediate. **Salary:** \$14.80 per hour. *Preference may be given to qualified local First Nation's applicants. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, professional development and career advancement opportunities. Kindly forward your cover letter and resume to:

Human Resources Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

** Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.