



# BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423

ADMIN FAX: (250) 256-7999 • HEALTH FAX: (250) 256-2443

## On – Call Receptionist

Bridge River Administration office is seeking an on-call receptionist (as needed/ short notice basics). This position is required to perform front desk receptionist duties; a Receptionist's duties and responsibilities are to ensure to welcome and greet guests, and see through all administrative tasks to the highest quality standards.

### **QUALIFICATIONS:**

- Answer incoming telephone calls, relay messages and greet and directing clients to appropriate department
- Maintain safe and clean reception area
- Capable of booking facility and bus/van rentals
- Monitor and maintain office equipment and supplies
- knowledgeable in computers Microsoft outlook, Microsoft word and Excel
- capable to work independently, under pressure, and meet deadlines a must
- valid driver's license and reliable vehicle
- available on short notice

### **How to apply:**

Submit resume, cover letter and three work related references to:

Bradley Jack  
1A Joseph Road, PO Box 190 Lillooet BC V0K 1V0  
FAX: 250-256-7999

Deadline: