



# BRIDGE RIVER INDIAN BAND

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

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## Job Description

### LANDS FRONT DESK ASSISTANT

*Full-Time Position*

Bridge River Indian Band is seeking an individual with a professional work ethic and who has strong organizational and communication skills, for the Lands Front Desk Assistant position reporting to the Lands Manager. The Lands Front Desk Assistant is responsible for overseeing the daily operations of the Lands/Fisheries Office as well as providing support for all Xwisten projects.

#### DUTIES & RESPONSIBILITIES

- Answer phones and direct calls to voice mail or take messages;
- Greet guests as they enter the office, make sure they follow COVID rules;
- Ensure the Land Front Desk is covered during business hours each day 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.
- Receptionist duties; answering phones, taking messages, greeting visitors, setting up for meetings;
- Check the general email account each morning and afternoon and forward the emails to the appropriate department;
- Office Management; ensure the Lands Department is equipped with all necessary field and office equipment to have a fully functional department;
- Type letters, memos and other correspondence as requested by Lands & Fisheries staff;
- Maintain the clipboards, bulletin board and displays;
- Keep the general areas of the office tidy (front desk not too cluttered, waiting area tidy, no posters on the entrances, etc.)
- Order all Lands & Fisheries office supplies and ensure that adequate supplies are on hand at all times.
- Ensure that all office equipment is functioning, make service calls, and order supplies for the equipment as needed
- Assists in planning and organizing activities and events
- Assist in keeping track of all staff hours worked on contracts and assist in monthly reports to the Finance Department for invoicing
- Maintain Lands Department files
- Produce the monthly Bridge River Band Lands Newsletter submission; includes gathering information
- Other duties as assigned by Administrator, including Chief & Council

#### EDUCATION & EXPERIENCE

- Must have High School Graduation Diploma;
- Administrative Certificate would be an asset
- Must have high proficiency with Microsoft Office (Word, Outlook, Publisher, Excel)
- Accounting experience and asset
- Quick learner and detailed oriented
- Strong verbal and written communication skills;
- Manage multiple tasks and time management skills;
- Strong Organizational skills and Problem solving skills
- Able to work independently and as part of a team
- Flexible and adaptable to changing priorities
- Must have valid Class 5 driver's license and abstract
- Understanding of First Nations' management, culture and lifestyles.

**Wage:** \$18.00 to \$20.00 per hour minimum and depending upon experience

**Deadline:** August 2, 2024 and only those short listed will be contacted

To apply submit resumes and cover letter to:

**Gary Forsyth, Administrator**

**Bridge River Indian Band**

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