



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

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 Director. 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

- Ensure the Land Front Desk is covered during business hours each day from 8:00 a.m. to 4:00 p.m.
- Receptionist duties; answering phones, taking messages, greeting visitors, setting up for meetings;
- Check the general email account and forward the emails to the appropriate department;
- Keep the general areas of the office tidy (front desk not too cluttered, waiting area tidy, no posters on the entrances, etc.)
- Office Management; ensure is equipped with all necessary field and office equipment to have a fully functional department;
- Type letters, memos, data entry and other correspondence and assist with maintaining files
- Maintain the clipboards, bulletin board and displays;
- Order office & coffee supplies and ensure that adequate supplies are on hand at all times.
- Assists in planning and organizing activities and events
- Other duties as assigned by Lands Director and Administrator

EDUCATION & EXPERIENCE

- Administrative Certificate would be an asset
- Must have high proficiency with Microsoft Office (Word, Outlook, Publisher, Excel)
- Quick learner and detailed oriented
- Strong verbal and written communication skills;
- Manage multiple tasks and time management skills and flexible and adaptable to changing priorities
- Strong Organizational skills and Problem solving skills
- Able to work independently and as part of a team
- Must have valid Class 5 driver's license and abstract
- Must pass a criminal record check

Wage: \$19.00 to \$27.00 per hour minimum and depending upon experience

Deadline: Open Until Filled 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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