



AKISQNUK FIRST NATION

Job Opportunity

RECEPTIONIST

The Receptionist position is responsible for providing the reception for the Akisqnuq First Nation Administration office. This position requires someone with outstanding customer service and interpersonal skills.

Key Responsibilities:

- Welcome and direct members, visitors, clients, and guests.
- Provide clerical and secretarial support for the office, assisting managers, council, and senior staff where needed.
- Receive and document incoming mail and payments.
- Maintain office supplies and machines.
- Assist with planning meetings and events.
- Perform other duties and responsibilities as necessary in the performance of the position.

Requirements:

- Completion of Grade 12
- Word processing and computer skills.
- Related office experience

Submit resumes to Lorne Shovar, Senior Administrative Officer
Akisqnuq First Nation, Windermere, B.C.

lshovar@akisqnuq.org.

For a complete job description, please visit www.akisqnuq.org

*Position is open until filled.
