



LOWER KOOTENAY BAND

3425 Hwy 21/Old Community Rd, Creston, BC V0B 1G2 Ph:250-428-4428

CAREER OPPORTUNITY – ADMINISTRATIVE ASSISTANT/RECEPTIONIST

JOB POSTING: ADMINISTRATIVE ASSISTANT/RECEPTIONIST

CLASSIFICATION: PERMANENT

TERM: FULL-TIME (30 Hours per Week)

POSITION SUMMARY:

We are looking for a receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks including minute taking of Chief and Council Meetings.

As a receptionist, you will be the first point of contact for the Lower Kootenay Band office. Our receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

To be successful as a receptionist, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position.

Ultimately, the receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations
- Keep updated records of office expenses and costs



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- Perform other clerical receptionist duties such as filing and photocopying

POSITION QUALIFICATIONS:

Desired Education, Skills, Knowledge and Experience

- Office Administration certificate and /or equivalent experience
- Proficiency in computer programs – MS Word, Excel, PowerPoint, Internet and Outlook
- Minimum of two years relevant experience
- Demonstrated experience in taking Minutes of meetings
- Exceptional communication skills and ability to interact with others
- Record management and filing skills, both electronic and manual
- Organizational, analytical and prioritization skills
- Strong knowledge of office practices and procedures, general office administrative skills
- Good writing, analytical and problem-solving skills
- Ability to operate standard office equipment
- Ability to follow oral and written direction
- Knowledge of the basic principles and practices of bookkeeping
- Ability to work well either alone or as part of a team.
- A valid driver's license
- Criminal record search

Please submit you cover letter and resume marked “confidential” to:

Director of Operations
Lower Kootenay Band
3425 Hwy 21/Old Community Rd
Creston, BC V0B 1G2
Email: lkbcoo@lowerkootenay.com

CLOSING DATE: July 20, 2022

Please be advised that only those selected for an interview will be contacted.