



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC VoB 1G2 Ph: 250.428.4428 Fax: 250.428.7686

Job Title:	Receptionist	
Reports to:	Matty Fedorowich	Title: HR Administrator
Location: Front Desk	Type of Position: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Contractor	Hours: 21 - 35 hours/ week Start: 8:30am Finish: 3:30pm

Purpose:
The primary objective of this role is to ensure that community members are efficiently directed to the appropriate services they require.
Job Description:
As the receptionist, the primary focus is on providing assistance and guidance to community members, with an emphasis on directing individuals to the appropriate departments.
Responsibilities and Duties:
<ul style="list-style-type: none"> - Booking Meeting Rooms: Manage the scheduling of Council Chamber, Intergenerational Room, school gym, and kitchen. - Greet and Direct Public: Welcome, provide assistance and direct citizens, visitors, and the public to their desired staff or department. - Handle Communications: Answer incoming phone calls, emails, and inquiries. - Provide Coffee: Make coffee for lobby guests and staff. - Building Security: Ensure that the front doors of the building are open during office hours and securely locked at the end of the business day. - Maintain Office Space: Keep the front foyer and reception area clean and tidy. Also order office supplies as needed by keeping track of inventory levels and essential supplies are available to staff. - Perform Clerical Tasks: Assist with general clerical duties such as copying documents, sending faxes, handling mail, and filing paperwork
Qualifications / Requirements:
<ul style="list-style-type: none"> - Ability to use word, Microsoft, and other computer applications. - Strong verbal and written skills - Ability to remain calm in stressful situations

Created By: Matty Fedorowich	Title: Human Resource Manager
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Please email hr@lowerkootenay.com if you are interested or have any questions!