



Shuswap Nation Tribal Council/ATEC
Internal/External Job Posting



ATEC RECEPTIONIST

POSITION PROFILE:

The primary objective of the Aboriginal Training and Employment Centre *Receptionist* is to ensure that all contact with the Aboriginal Training and Employment Centre is handled in a friendly, courteous and helpful manner. The office assistant is responsible for providing a full range of secretarial and related administrative tasks including client assistance, and filing. The successful candidate will be responsible for scheduling appointments, maintaining the client walk in -centre, assisting clients and have experience in effective time management.

QUALIFICATIONS:

- Administrative Assistant Certification or minimum of two years related work experience
- Excellent written and oral communication skills to communicate effectively with clients and ATEC team members
- Experience with MS Office software for word processing, document formatting, data entry.
- Working knowledge and experience with email and internet research
- Working knowledge of office and record keeping procedures, and filing systems
- Ability to type 50 WPM
- Strong attention to detail and accuracy
- Ability to work as a member of task oriented team

TERMS OF EMPLOYMENT:

Permanent full- time position
35 hours per week

Wage Level:

Based on the SNCT salary wage grid: Level 2 administrative position

HOW TO APPLY:

We invite applicants to submit cover letter and resume, demonstrating how they meet or exceed the qualifications of this position, **no later than 12:00 noon, September 25, 2020** to the ATEC office. Drop off in person or Email:

Clorinda Sasakamoose, Program Manager
Aboriginal Training and Employment Centre
144 Briar Avenue
Kamloops, BC V2B 1C1

atecmanager@shuswapnation.org

Only those selected for an interview will be contacted. In accordance with the SNCT Human Resource Policy, the first priority will be to hire qualified person of Secwepemc Ancestry. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.