



Shuswap Nation Tribal Council

Receptionist Full Time

External/Internal Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwépemc chiefs to advance the issues of aboriginal rights. We are looking for a receptionist to carry out office and administrative tasks with a friendly, courteous, and helpful manner.

The Position:

The receptionist will be responsible for providing clerical support to the departments within the SNTC and as required by the Administration Operations Human Resource Manager in a timely and efficient manner.

Relevant Knowledge and Abilities:

- Demonstrated competency in secretarial and administrative tasks including the operation of a multi line switchboard and photocopier, fax and other office equipment
- Strong technical competency and extensive knowledge of computer programs such as Microsoft Word, Power Point, Excel, Outlook, and social media sites
- Familiarity with data base management or virtual library sites an asset
- Demonstrate ability to multi-task, manage time, set priorities effectively under deadlines and tight turnaround times and problem solve
- Ability and willingness to participate in gatherings and or SNTC events as required.
- Ability and willingness to travel
- Knowledge of Secwepemc culture, history, and traditions an asset

Requirements and Qualifications:

- Completion of grade 12 or recognized completion of a secretarial program, or equivalent obtained through relevant job experience
- Minimum of 3 years' experience in an office setting
- Strong verbal and written communication skills
- Good organizational skills and record keeping.
- Professionally maintain an interpersonal awareness with staff, clients, corporate and government representatives, and other organizations that we may interact with or follow-up with through work activities
- Valid class 5 drivers' license and reliable transportation
- High level integrity to handle confidential and/or sensitive information

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to the Aboriginal Employment Preferences Policy within the Canadian Human Rights Act, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, **cover letter**, and references (saved as *one* Word document) referencing **SNTC Reception** in the **email subject line**, by email to (execassist@shuswapnation.org) by **December 2, 2022**. *The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.*