

# Employment Opportunity

## Receptionist ~ [short-term (estimated 30 week) relief position]

The Heiltsuk Tribal Council is seeking short-term relief for the HTC Receptionist position. This position is full-time, Monday to Thursday - 8:00am to 4:30pm

**Purpose:** The primary purposes of this position are to:

- Meet and greet visitors coming into the HTC Band Office and directing them to the appropriate staff,
- Answer incoming telephone calls and directing them to the appropriate staff, and
- Other office duties as required (filing, faxing, photocopying, dropping off the mail, word processing, etc...)

**Qualifications:**

- Grade 12 or equivalent, previous experience is a definite asset,
- Minimum 2 years experience with MS Office suite,
- Pleasant telephone manner,
- Knowledge of basic office policy and procedure,
- Knowledge of basic office equipment,
- Self-starter, reliable, punctual, hard working, multi-tasker,
- Able to take direction and work as part of a team yet also work independently at times,
- Strict adherence to confidentiality policies a must,
- Must produce evidence of a clean criminal records check,
- Professional code of conduct.

A complete job description is available from the Operations Manager at the Heiltsuk Tribal Council.

**Please submit covering letter, and resume to:**

Carmen Lawson, Executive Director  
Heiltsuk Tribal Council  
Box 880 Bella Bella, BC V0T 1Z0  
Tel. # 250-957-2381 Fax # 250-957-2544

**Salary:** based on experience and in accordance with our pay-grid.

**Deadline:** 12 noon on Monday, February 8, 2010