



LILLOOET TRIBAL COUNCIL

682 Main Street, P.O. Box 1420, Lillooet, BC V0K 1W0
T: 250-256-7523 F: 250-256-7119 info@lillooettribalcouncil.ca

JOB POSTING

Job Title:	Receptionist	Repost!
Term:	Permanent Fulltime	
Location:	682 Main Street, Lillooet, BC	
Reports to:	Administrator	
Date posted:	April 19, 2021	End date: May 20 th at 4:00pm

The Receptionist is responsible for a wide variety of clerical office duties in support of Lillooet Tribal Council (LTC) Administration. This includes coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and scheduling appointments when necessary. The Receptionist will also be responsible for administering Lillooet Tribal Council correspondence.

Role and Responsibilities

- Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization.
- Take and record telephone, e-mail, or written messages for staff members.
- Type forms, letters, reports, and memos as necessary.
- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Administer and manage incoming /outgoing mail, including priority post, packages, courier services, and other correspondence.
- Arrange and book meetings in boardrooms, virtual zoom meetings, and other meetings at offsite locations.
- Maintain the reception in a tidy and presentable manner.

Qualifications/ Experience

- Grade 12 or GED, or certificate in Office Administration would be an asset or acceptable combination of education and experience.
- 1-2 years of direct work experience in a receptionist or office administration capacity.
- Previous experience working in an Office Administration work environment an asset.
- Strong knowledge of general office procedures.
- Proficient typing skills at a speed of 40 w.p.m.
- Strong knowledge of MS-Office applications Excel, Word, Powerpoint, and Outlook.
- Able to write simple correspondence, including memos, letters, posters etc.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Strong written and verbal skills to communicate with all levels of the organization.
- Knowledge and understanding of St'át'imc culture/language and/or the proven ability to work with Aboriginal people.
- Ability to work both independently and in a team setting, and to work under pressure.
- Current Criminal Record Check.
- Current valid BC driver's license and reliable transportation.

Pursuant to section 41 of the British Columbia Human Rights Code, preference will be given to applicants of St'át'imc or Aboriginal Ancestry.

How to apply:

Please submit cover letter, résumé and three references to: Attn: Andrea Leech, Administrator, Lillooet Tribal Council, 682 Main Street, Lillooet BC or email to info@lillooettribalcouncil.ca

For complete job description or for any questions please contact Andrea Leech at 250-256-7523 ext. 103

We thank all applicants; only selected applicants will be contacted.