



Job Posting: Receptionist

Gitanmaax Band Council

Location: Gitanmaax, BC

Employment Type: Casual, On-Call

Reports To: Director of Finance

About the Role

Gitanmaax Band Council is seeking a friendly, organized, and community-minded **Receptionist** to serve as the first point of contact for community members and visitors. This position provides essential administrative support to ensure the Administration Office operates in a smooth, professional, and welcoming manner.

As the Receptionist, you will help uphold a positive and culturally grounded environment that supports the wellbeing of Gitanmaax members and guests.

Key Responsibilities

- Provide efficient and professional reception and clerical support to the Administration team
- Open and close the office on time each day
- Maintain a clean, organized, and welcoming reception area
- Coordinate office equipment, supplies, and inventory
- Manage voicemail systems and monitor shared calendars
- Answer incoming calls, take and distribute messages, and direct inquiries appropriately
- Collect, log, and distribute incoming mail and faxes
- Greet visitors, assess their needs, and refer them to the appropriate staff or department
- Escalate non-routine or urgent requests to the appropriate staff member(s)
- Maintain confidentiality and manage sensitive information responsibly
- Support additional administrative tasks as assigned

Qualifications

Education & Experience

Preference may be given to applicants with:

- Administrative experience
- Experience working within a Band Administration office or similar environment

Minimum Requirement:

- Secondary school graduation or equivalent (e.g., GED)

Knowledge, Skills, and Abilities

- Ability to work independently and as part of a team
- Strong organizational, prioritization, and multitasking skills
- Positive attitude and respectful approach when interacting with community members, staff, and external partners
- Strong communication and interpersonal skills
- Basic computer skills (Word, Excel, email, calendars, etc.)
- Ability to manage sensitive information with discretion and confidentiality

Additional Requirements

- Successful completion of a criminal record check
 - Valid Class 5 BC Driver's License (asset but not required)
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How to Apply

Please submit your résumé and cover letter to:

 t.muldon@gitanmaax.com

Closing Date: Open until filled

Salary Range

\$22.00-\$25.00/hour based on experience