



Receptionist

Location: Gitanmaax, BC

Department: Administration

Reports To: Executive Assistant/Office Manager (permanent); Executive Director (temporary)

Wage: \$25/hour

Description

The Receptionist serves as the first point of contact for community members and visitors. This role provides essential administrative support to ensure the smooth and welcoming operation of our Administration office. As Receptionist, you will help maintain a positive, culturally-grounded environment that supports the wellbeing of Gitanmaax members and visitors.

Responsibilities

- Provide efficient and professional reception and clerical support to the Administration team.
- Open and close the office each day on time.
- 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 and determine their needs, referring 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 other administrative tasks as assigned.

Qualifications

- Administrative experience
- Experience working in a Band Administration office or related systems
- Ability to work independently and as part of a team
- Good organizational, prioritization, and multitasking skills
- Positive attitude and respectful approach with community members, staff, and external partners
- Good communication and interpersonal skills
- Basic computer skills (Word, Excel, email, calendars, etc.)
- Ability to manage sensitive information with discretion and confidentiality
- Successful completion of a criminal records check
- Preference will be given to First Nations peoples
- Valid Class 5 BC Driver's License preferred

Minimum Requirement

- Secondary school graduation or equivalent (GED)

How to Apply

Please submit your resumé and cover letter to info@gitanmaax.com