



LSLB JOB POSTING

DEPARTMENT: Administration

POSITION: On Call/Casual Receptionist

POSITION SUMMARY:

Reporting to and under the direction of the Executive Director of Administration for Little Shuswap Lake Band, the On Call/Casual Receptionist is the front-line point of contact at the LSLB office. This position provides administrative, clerical and secretarial support for the Band Office.

LSLB is seeking floater receptionists who can work various hours Monday to Friday and an On Call/Casual coverage for front desk – position will appeal to an internal employee(s) looking to supplement hours within the organization.

Ideally looking to create a pool of candidates who are available for on-call and at times, last minute coverage.

DUTIES AND RESPONSIBILITIES:

This position is responsible for initial information flow, greeting and directing public, community members and others in a polite and professional manner.

SKILLS, TRAINING AND KNOWLEDGE:

- Excellent communication skills.
- Strong tact and diplomacy
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in cross cultural setting.

TERM OF POSITION:

On call - casual

APPLICATION DEADLINE:

Ongoing until filled

START DATE:

As soon as possible

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: gbowering@lslb.ca

Fax: 250.679.3220

In person: LSLB office, 1886 Little Shuswap Lake Road, Chase, BC V0E 1M2