



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Receptionist  
**DEPARTMENT:** Finance  
**SUPERVISOR:** Financial Controller  
**TERMS:** On-Call  
**REFERENCE #:** 2021-018

### **PURPOSE OF POSITION:**

This position is the first line of client contact and is responsible for responding to inquiries and operating the main switchboard for the organization in a professional, client focused and timely manner.

The incumbent reports to the Financial Controller and must work closely with all staff to ensure a professional, client focused and cohesiveness provision of services by the Administration Department. Additionally, the Receptionist is expected to operate with the highest level of confidentiality. The Receptionist provides support to the entire Administration Department, as required, and directed. The Receptionist interacts with a wide variety Band employee as well as internal and external representatives within various levels of TteS government and non-Band representatives including:

- TteS organization, Chief and Council and TteS Membership
- Band committees and working groups.
- Other First Nation communities

Other stakeholders and special interest groups.

### **DUTIES AND RESPONSIBILITIES:**

- 1. Supports and assists the entire Administration Department by receiving calls, organizing and completing day-to-day receptionist duties to ensure professional quality client centred service. (95%)**
  - Receives and responds to in person and telephone enquiries.
  - Routes calls, greets visitors, and directs clients to appropriate service providers, meeting rooms and office locations.
  - Provides general information, as requested.
  - Maintains the answering machine, call Pilot, internet and phone system, including liaising with external service providers.
  - Assists others with the phone system, voicemail and client I.D., including notification to external service providers regarding location changes.
  - Picks up mail daily, opens, sorts, date stamps and distributes and/or delivers mail, correspondence, faxes, messages, and emails, as appropriate.

- Coordinates membership mail outs, including stuffing envelopes, sealing envelopes and running mail through postage machine.
- Collects and distributes parcels and/or courier items.
- Completes filing in a timely manner, as required.
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Performs all duties and responsibilities in accordance with TteS policies, standards, and procedures.

**2. 5% All Other related duties as required and directed.**

**Professional Certification, Education and Experience:**

A combination of one (1) year clerical/administrative support experience, education and/or training or an equivalent combination of education and experience.  
Experience/training in keyboarding Internet, the Microsoft Suite of software products and any other standard computer applications.

**Skills and Abilities:**

Exceptional interpersonal and communication skills with ability to use tact and diplomacy. Excellent customer services skills  
Cooperative attitude and sense of teamwork

- Excellent filing and organizational skills.
- Flexible, committed, and enthusiastic.
- Ability to work in a multi-cultural setting.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Open Until Filled**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**