



Receptionist

Classification: Full-time position, permanent, 37.5 hours per week
Location: TNG Operations, 253-4th Avenue North, Williams Lake, BC
Salary: \$16.00 per hour plus benefits and pension
Deadline: **November 18, 2020**

The T̂silhqot'in National Government (TNG) is seeking an individual with a professional work ethic as well as strong organizational and communication skills to fill the position of Receptionist. The Receptionist will provide clerical and reception services, greet visitors, answer and direct telephone calls, take messages, log and distribute incoming and outgoing mail, maintain office equipment, restock supplies, coordinate meetings, make travel arrangements and provide general office support to staff.

Qualifications:

- Graduate of Grade 12 or GED
- Office Administration Diploma or related training preferred
- At least two (2) years office work experience in an office environment preferred
- Excellent written and oral communication skills
- Knowledge of T̂silhqot'in communities and culture
- Proficient with Microsoft Office software (Word, Excel, Outlook, PowerPoint)
- Strong interpersonal skills and demonstrated ability to work independently and as part of a team
- A valid BC Driver's License

Please send resume, cover letter and 3 references by the closing date to:

Tony Trotman
Human Resources Manager
T̂silhqot'in National Government
253 – 4th Avenue North
Williams Lake, BC, V2G 4T4
Email: ttrotman@tsilhqotin.ca

Only those invited to interview will be contacted.

Preference will be given to those of Aboriginal Ancestry - Section 16(1) Canadian Human Rights Act.

D O W N T O W N O F F I C E

L A K E S I D E O F F I C E

253 4th Avenue North
Williams Lake, BC V2G 4T4
Ph: (250)-392-3918
Fax: (250)-398-5798

1729 South Lakeside Drive
Williams Lake, BC V2G 3A9
Ph: (778)-799- 2145
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