



## KISPIOX BAND COUNCIL

1336 Kispiox Valley Road, Kispiox BC, V0J-1Y4  
Phone: (250) 842-5248 Fax: (250) 842-5604

### Temporary Employment Opportunity Receptionist May 2, 2015 to June 30, 2015

The Kispiox Band Council wishes the services of an energetic person to cover the front desk for reception duties. The position would also be a backup for the Kispiox Band Administration office. Under the general direction of the Band Manager the Receptionist duties and responsibilities will include, but are not be limited to:

- Greet community members and visitors in a courteous manner.
- Receive in-person, telephone and electronic inquiries and either respond to the inquiry or forward to the appropriate staff member.
- Perform general office procedures including incoming and outgoing mail, faxes and courier packages, and photocopying; maintain office equipment and office supplies;
- Maintain Band documents, rental bookings and filing system;
- Maintain an information system for clients and staff;
- Arrange Band Council meetings and record minutes at meetings;
- Provide administrative support to the staff and other departments.

#### General requirements:

- Minimum Grade 12 or equivalent;
- Must have demonstrated skills in Microsoft Word and Excel;
- Enthusiastic, Punctual and reliable; ability to maintain confidentiality;
- Excellent communications skills; ability to work through stressful situations;
- Ability to work both independently and in a team environment,
- A good understanding of the Gitksan culture and language an asset.
- Preference will be given to qualified applicants.

**Closing date: May 1, 2015, Noon.**

**SALARY:** Commensurate with experience.  
**HOURS OF WORK:** Monday to Friday: 8:00 a.m. to 4:00 p.m.

**Please forward Cover Letter, Resume, Criminal Records Check and three work related references to:**

Jim Leschuk, Kispiox Band Manager  
1336 Kispiox Valley Road, Kispiox BC V0J 1Y4  
Fax: 250-842-5604  
[bandmanager@kispioxband.com](mailto:bandmanager@kispioxband.com)

*Note: only applicants shortlisted will be contacted.*