



T̓sideldel First Nation



Job Posting

Casual, On-Call Receptionist

T̓sideldel First Nation is currently accepting applications for casual, on-call receptionists.

As a casual, on-call receptionist, you will be the first point of contact for our organization and will provide general information to members, visitors, and employees.

Primary Duties and Responsibilities:

- Greet members and visitors with a warm and friendly demeanour.
- Answer and direct incoming calls in a professional manner.
- Perform office duties such as filing, photocopying, scanning, faxing, and other clerical support work.
- Manage and sort inbound and outbound mail.
- Ensure the reception area, waiting area, and kitchen are tidy and organized at all times.
- All other duties as assigned.

Knowledge and Abilities:

- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Ability to effectively communicate both verbally and in writing.
- Considerable knowledge of general office procedures and giving close attention to detail.
- Be organized and able to work independently.

Wage Range: \$17.40 per hour - \$19.00 per hour depending on experience

Duration and Hours: Casual, on-call

Deadline: Open Until Filled

To apply for this opportunity, applicants may submit a cover letter and resume to:
Sherry Westgarde Hepper at execassistant@tsideldel.org