



Receptionist

Northwest Inter-Nation Family and Community Services (NIFCS)

JOB OPPORTUNITY

Building on Strengths

Empowering Others

Keeping Children Safe and Connected to their Families & Traditions

If these statements resonate with you, please consider this opportunity to join the [NIFCS](#) team as a Receptionist, full time position in Terrace, British Columbia.

Position Summary: Are you looking for a rewarding role in which you can make a difference in the lives of others? You will perform an array of administrative duties, including secretarial and receptionist duties for the Agency. Further, you monitor and ensure that all established administrative and operational processes and control standards are followed as it pertains to this position, contributing to the effective and efficient operation of the NIFCS office.

Primary Responsibilities and Duties:

- Telephone, faxing and monitoring appointment list for incoming appointments and notifying social workers and other staff of arrivals.
- Maintaining office security policy, including locking up all confidential materials.
- Booking appointments when needed.
- Scheduling and booking of travel requirements for staff, as requested.
- Typing correspondence, memos and other documents for staff.
- Assisting in preparation duties for conferences when needed.
- Booking meetings dates and contacting clients when requested.
- Photocopying documents as required by staff.
- Opening, date stamping and distributing incoming mail and outgoing processing mail.
- Assisting with fleet scheduling.
- Strong, positive verbal and written communication skills.
- Perform all other tasks within the scope of the position, as assigned.

Education and Experience:

- Administration or Office Business diploma or certificate or education equivalent.
- Minimum two (2) years of receptionist work experience.

Basic Qualifications:

- All employees of NIFCS are required to submit a Criminal Record Check with Vulnerable Screening and comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures. Further, to work evening and flexible hours and attend cultural awareness training among other training.
- A valid class 5 BC driver's license.

Knowledge, Skills and Abilities

- Experience working with First Nations people and communities.
- Proficient in Microsoft, Outlook mail and Teams software.
- Telephone answering skills at a business level.

Working Conditions

- Friendly professional office environment.
- M-F 830am-4:30 pm regular office hours of work.

Compensation & Benefits

- You can expect a supportive work environment.
- Wages are as per the Collective Agreement, Grid 7, 24.43 per hour.
- This is a Bargaining Unit position.
- An eligibility list may be established to fill permanent and/or temporary vacancies.

Submission Deadline:

- February 25, 2025.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to the Human Resources Department at hr@nifcs.org.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.