



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0  
Phone: 250-841-2500 / 841-2525 Fax: 250-841-2541

**JOB POSTING**  
**OFFICE SUPERVISOR/RECEPTIONIST - ADMINISTRATION**  
**Permanent Full Time Position**

**Position Summary:**

The Office Supervisor/Receptionist is responsible to organize office operations and procedures to ensure an efficient running administrative office.

**Purpose:**

The Office Supervisor/Receptionist reports to the Band Manager and Accounting Coordinator. The incumbent is responsible for providing office management services to Gitga'at First Nation. This includes maintaining all office services and efficiency, reception and on call clerical staff and maintain office records.

**Responsibilities**

- Be responsible for all clerical and reception functions;
- Organize office operations and procedures;
- Ensuring adequate staff levels to cover for absences and peaks in workload from on call list;
- Time management of pay time clock, including accepting all sick leave call ins, recording sick leave, and forwarding to appropriate supervisors and payroll;
- Manage records and office filing systems;
- Transfer and dispose records according to retention schedules and policies;
- Plan and manage office equipment, systems, equipment purchases;
- Review supply requisitions and PO's when required;
- Order and receive supplies;
- Management of social media and communications with members and public;
- Developing and implementing new administrative systems;
- Recording office expenditure and managing the budget;
- Organizing the office layout and maintaining supplies of stationery and equipment;
- Maintaining the condition of the office and arranging for necessary repairs;
- Organizing and chairing meetings with staff;
- Responding to community enquiries and complaints;
- Arranging regular testing for electrical equipment and safety devices;
- Supervise support staff including janitorial and trades as required;
- Using a range of office software, including email, spreadsheets and databases;
- Other Office Administrative duties as needed.

**Job Knowledge, Skills and Attributes**

**Knowledge:**

- Knowledge attained through high school completion, office procedures courses combined with two years financial and administrative experience or a combination of both;
- Knowledge of office administration;
- Ability to maintain a high level of accuracy in preparing and entering information;

**Skills:**

- Excellent interpersonal skills;
- Team building skills;
- Problem solving and decision-making skills;
- Strong verbal and written communication styles;
- Attention to detail and high level of accuracy;



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- Highly effective and organized;
- Solid computer skills including word, excel, PowerPoint, outlook;
- Stress management skills and good time management;

**Personal Attributes:**

- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate sound work ethics;
- Reside in and contribute to the community of Hartley Bay.

**Working Conditions:**

- May spend long hours sitting and using office equipment and computers, which can cause muscle strain;
- May spend long hours on the computer which requires attention to detail and high levels of accuracy;
- There are a number of deadlines associated with this position, which may cause significant stress;
- Must deal with a wide variety of people on various issues.

**Relationships:**

- Works with Leadership, Council, senior management, all staff, community members, public officials and all other visitors;

**Licences**

- Successful Criminal Record Check and Background Check.

**Please apply by submitting a cover letter and resume to Gitga'at First Nation with "Office Supervisor/Receptionist" in the subject line, 445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0 or submit in Microsoft Word to e-mail [jobs@gitgaat.ca](mailto:jobs@gitgaat.ca).**

**This job posting will close Friday, June 3, 2022.**

***Only short-listed applicants will be contacted.***

*Applicants of Gitga'at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. Only short-listed applicants will be contacted.*