



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Position: Reception
Hours: On-Call
Reports to: General Manager

The receptionist handles visitor-facing duties as well as general office management tasks. When visitors walk into our office, we want them to find a friendly, smiling face and a helping hand. The ideal candidate has excellent communication and multitasking skills, a positive attitude, and a strong work ethic.

Responsibilities:

- Greet and assist onsite guests in a helpful and friendly manner
- Answer inbound telephone calls
- Sort office mail
- Draft correspondences and other formal documents
- Perform all other office tasks

Qualifications:

- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills
- Friendly, helpful attitude
- Strong, professional telephone voice

Preference may be given to a qualified member of Saik'uz First Nation.