



Hartley Bay Band Council

445 Hayimiisaxaa Way, Hartley Bay, B.C., V0V 1A0

Phone: (250) 841-2500 / 841-2525 Fax: (250) 841-2581

JOB POSTING - BAND RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Under the general supervision of the Office Manager, the Band Receptionist/Administrative Assistant will provide clerical and receptionist services, keep an accurate daily record of employee attendance and ensure an itinerary of all Band Staff members, who will be away from the office, is kept.

It is imperative that person brings a positive, helpful and tactful work ethic to the role. Daily duties can sometimes be ever changing, therefore it is important that person can handle and adapt to a changing environment.

This position is responsible to tactfully and efficiently ascertain the needs of telephone callers and visitors and direct them to the appropriate people. Recording and routing all incoming and outgoing mail, including ordering office, maintenance, and janitorial supplies. Perform clerical assignments as required. Provide a filing system and provide typing services. Co-ordinate boardroom bookings and perform clerical duties as required. Other duties as assigned.

ACCOUNTABILITIES (Performance measured against the following)

- Neat in appearance, outgoing, friendly, cooperative personality.
- Good oral, written and communication skills.
- Ability to respond at all times in a polite business-like manner.
- Welcome and directs visitors, using discretion in providing information.
- Place and maintain records of long distance calls.
- Answers all incoming phone calls and transfer to appropriate staff or take message if required.
- Prepare outgoing mail, and record all incoming mail.
- Assist with typing, operate equipment and office machinery.
- Retain confidentiality of information.
- Perform other duties as required.

Hartley Bay Band offers a competitive salary and benefits package in a challenging and exciting work environment.

To explore this opportunity, please send your resume by September 21st, 2009:

Mail, fax, email, or hand in applications and resumes to:

Hartley Bay Band Office
445 Hayimiisaxaa Way
Hartley Bay, BC V0V 1A0

Fax: 250.841.2541

jobs@gitgaat.net