



## Employment Opportunity **RECEPTIONIST/MAIL CLERK**

Reference No. ADM-ADM-RMC-1016

**Purpose:** Reporting to the Council Secretary/Office Administrator, the successful candidate will provide reception and administrative support in order to ensure that services are provided in an effective and efficient manner. This is a fulltime permanent position that will rotate between the two positions of Receptionist/Administration Clerk-Mail Clerk.

### **Responsibilities:**

- Greet and direct all clients in person or on the telephone in a friendly and welcoming manner
- Manage multi-line phone system to answer, screen, and transfer calls
- Receive and pass on messages to employees
- Provide daily staff attendance update
- Track employee attendance, meetings, and home visits on daily log
- Ensure the photocopy machine is maintained
- Receive, log, and distribute incoming and outgoing mail, faxes and department cheques
- File incoming documents
- Prepare documents such as internal correspondence and posters
- File and retrieve client files for employees when requested
- Pick up office supplies ordered for the department when needed
- Other related duties as required

### **Required Education and Experience:** *(please attach all corresponding documents)*

- This position is restricted to Cowichan Tribes Members Only
- Grade 12 or equivalent
- Certificate or Diploma in Office Administration or related program is preferred
- Minimum two-years receptionist and/or clerical experience

### **Required Skills, Knowledge and Abilities:**

- Well-developed written, oral, and interpersonal skills
- Organizational skills
- Time management with the ability to multitask different tasks simultaneously
- Ability to work in a fast paced environment with strict deadlines
- Excellent written, oral, and interpersonal communication skills
- Knowledge of Microsoft Office Suites programs
- Knowledge of Cowichan Tribes departments, programs, and services
- Knowledge of Cowichan Tribes customs, culture, traditions
- Knowledge of basic Hul'q'umi'num' (e.g. greetings) is an asset
- Ability to maintain strict confidentiality

**Please quote Reference No. ADM-ADM-RMC-1016 upon  
submitting cover letter, resume, and three references to:**

Human Resource Manager, Cowichan Tribes  
5760 Allenby Road Duncan, B.C.V9L 5J1

**EMAIL:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Deadline: 4:00 p.m. Thursday November 3, 2016**