



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## JOB OPPORTUNITY

**SNUNEYMUXW FIRST NATION  
IS SEEKING**

**An On-Call Health Receptionist**

Reporting to the Health Centre Office Coordinator, the **On-Call Health Receptionist** is responsible for all aspects of the front desk reception including management of the telephone, logging in-coming correspondence for all staff, welcoming and directing clients and visitors and maintaining front door security.

**Qualifications:**

- Must be a high school graduate
- Must have office work experience and skills in interacting with the general public
- Must have proficient skills and experience working with MS Word, Excel, Publisher, Outlook
- Understanding of Coast Salish culture and lifestyles
- A valid Class "5" BC driver's licence and
- Must be able to provide a satisfactory criminal references check

To ensure consideration, please submit a cover letter with your resume and two professional references by: Thursday, June 2, 2016.

To: Maggie White  
Health Centre Office Coordinator

668B Centre Street  
Nanaimo, BC V9R 4Z4  
or FAX 250 753-5221  
or Email [mwhite@snuneymuxw.ca](mailto:mwhite@snuneymuxw.ca)

*While all applications are appreciated, only those applicants selected for an interview will be contacted*