



Yale First Nation Government

On Call Receptionist

To provide a positive first impression to all those who come in contact with the Yale First Nation office, and to help manage the front desk in the absence of the full-time receptionist.

Responsibilities:

- Start day at 8:50am and end at 4pm.
- Unlocking the Band Office at least 5 minutes prior to the office opening time and ensuring that the Office is locked at closing time, ensuring that all lights and equipment are turned on/off. Have knowledge of who is left in the building.
- Answering telephone calls and directing the calls to the appropriate staff member or providing routine information as requested.
- Receiving visitors to the Band Office and assisting them as required whether by directing them to a staff member or providing information.
- Ensure the Yale First Nation Posters on the front door are up to date.
- Process bookings for the Community spaces.
- Ensure kitchen space is cleaned and clutter free at the beginning and end of day. And check through out the day.
- Assist Band members with copying and faxing as time permits.
- Performs other related duties as assigned by Administration.

Qualifications:

- Strong interpersonal and communication skills.
- Familiar with office equipment.
- Service-oriented.
- Understands and respects HR policies with a focus on code of conduct, confidentiality and conflict of interest policies and procedures.

This is an on-call position to support the full-time receptionist when they are away. Hours of work are Monday to Friday 8:50am – 4pm.

If interested, please email your resume to Tpeters@yalefirstnation.ca

Deadline: February 16th, 2024.