

Uchucklesaht Tribe



Government

Reception/Office Clerk (full time)

Uchucklesaht Tribe Government is currently accepting applications for a full time Receptionist/Office Clerk employment opportunity.

Job Description

Receptionist will be responsible for a wide variety of administrative duties. General clerical support will include the following: Answering Telephones, taking and relaying messages. Greeting and directing persons entering the organization. Filing as well as preparing letters and documentation as instructed. Operate cash transactions for retail front-end.

Required qualifications:

- Direct work experience in a Receptionist/Office Clerk Capacity
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Ability to effectively and assertively communicate verbally and in writing.
- Accuracy and attention to detail while working under tight deadlines
- Maintain accurate client filing systems and basic databases
- Capability with productivity applications including word processing, spreadsheets, and outlook.
- Experience with Microsoft Office, internet, spreadsheets and email.
- Strong written and verbal communication skills
- Accuracy and attention to detail while working under tight deadlines
- Able to maintain filing systems and basic databases
- Excellent customer service skills

Application Deadline: Please forward a resume and cover letter containing your availability date by June 8, 2018 to: Lysa.Ray@uchucklesaht.ca Attention: Lysa
Apply in person: 5251 Argyle Street, Port Alberni, BC V9Y 1V1