



**POSITION TITLE: Casual Receptionist**

**TERM: Casual, On-Call**

**SUPERVISOR: Senior Program Administrative Assistant**

**HOURLY WAGE RANGE: \$17.40/hr to \$25/hr depending on experience**

**Tl'etinqox is strong and culturally grounded community focused on promoting and preserving their language and culture and providing outstanding service to community members.**

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## **About Tl'etinqox Government**

Join the Tl'etinqox Government and contribute to a vibrant legacy of self-reliance, stewardship, and sovereignty. As the original Tsilhqot'in-speaking inhabitants, we manage a breathtaking territory rich in forests, grasslands, and waters, nurturing a community that has thrived for thousands of years through a deep connection with the land.

At Tl'etinqox, the largest Tsilhqot'in community, our over one thousand members embody a tradition of ingenuity and resilience. We are not just maintaining our way of life; we are advocates of it, engaging in pivotal negotiations to secure constitutional recognition of our aboriginal title. Our commitment extends to sustainable land and resource management, robust self-governance, comprehensive community services, and legal advocacy.

We are looking for passionate individuals who are eager to drive positive change and honour our rich heritage. Stand with us as we assert our rights and shape our future. Together, let's continue to be a beacon of cultural preservation and self-determination.

## **Job Opportunity**

Tl'etinqox Government is looking for a **casual, on-call Receptionist** based in **Williams Lake, BC**.

Reporting to the Senior Program Administrative Assistant, you will be primarily responsible for effectively carrying out reception, finance, and general administrative tasks providing excellent customer service as the initial greeter and welcoming visitors and callers. The Receptionist uses a cordial and professional approach, promptly addresses customer needs, and works to build effective relationships within the organization, associated agencies, government, and the public.

## **Qualifications**

### **Education and Experience**

- High School diploma or equivalent;
- 2-3 year's experience in administrative or clerical experience preferred;
- Finance background an asset but not required;
- Experience and knowledge of local aboriginal communities and their needs an asset.

## Skills and Abilities

- Accurate typing speed of 40 words per minute;
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Must have strong administrative, organizational and communication skills;
- Ability to deal tactfully and effectively with clients, customers, suppliers, and co-workers;
- Ability to self-regulate, meet deadlines, have attention to detail and multitask;
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture
- Respects confidentiality;
- Demonstrated analytical approaches to problem-solving and decision-making.

## Working Conditions

- Travel in this position maybe required;
- This work involves Individuals in personal crisis which may require you to de-escalate emotional people;
- Self-care and safety plans are essential;
- Regular supervision and consultation is required.

## Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License;
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

For the complete job description, please reach out to Andrea Charleyboy, Senior Program Administrative Assistant, at [Andrea.Charleyboy@tletincox.ca](mailto:Andrea.Charleyboy@tletincox.ca).

If you share our values and possess the skills needed to thrive in this transformative role, apply today!

## **SUBMIT COVER LETTER AND RESUME**

### **Community Development Department**

[Andrea.Charleyboy@tletincox.ca](mailto:Andrea.Charleyboy@tletincox.ca)

Posted until filled

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Tsilhqot'in language, culture, history, and customs.