



CARRIER SEKANI FAMILY SERVICES

Job Posting

Receptionist

Prince George, BC
Casual – on call hours

Carrier Sekani Family Services (CSFS) is looking for a casual Receptionist to welcome visitors and callers to our office personnel and services. The Receptionist notifies company personnel of visitor arrival, provides agency information, maintains security and manages telecommunications systems. This entry level position is a great opportunity for someone with excellent people skills and a flexible schedule. There is lots of opportunities for advancement to other full-time positions in our organization.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Must possess a minimum grade 12 diploma
- 2 years' secretary, receptionist, or customer service experience preferred, but will provide training to the right person.

KNOWLEDGE, SKILLS, AND ABILITIES

- Welcoming, helpful and friendly demeanor
- Excellent interpersonal relationship and communication skills
- Excellent communications etiquette
- Knowledge of fax, telephone/ voice-mail and e-mail communication systems.
- Operating knowledge of a variety of office equipment and machines such as photocopiers, computers, fax machines, postage meters, and other related office equipment.
- Working knowledge of the following computer software: Microsoft Office (Outlook, Excel, Word)
- Ability to accurately type a minimum of 45 words per minute

WORKING/SPECIAL CONDITIONS

- Located in an open, fast-paced office area, faced with regular interruptions.
- Long hours of sitting and using office equipment and computers, which can cause muscle and eye strain.
- Manage a number of requests and situations at one time.
- Occasionally lift and/or move boxes or office supplies up to 25lbs.
- Communication with a wide variety of internal personnel and external clients and stakeholders.
- Initial and on-going employment is subject to submission of a clear Criminal Record check. Criminal Record Check must be conducted every three years.

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.

How to apply: Go to www.csfs.org/jobs and "click to view our postings."

Deadline to apply: December 31, 2018. Please submit a cover letter and resume.

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.