

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## Career Opportunity Receptionist

**Position:** Receptionist  
**Reports to:** CEO/ Finance Manager  
**Term:** Full-Time 35hrs per week - Permanent  
**Start Date:** As soon as a suitable candidate is found  
**Remuneration:** Salary will commensurate with Qualifications and Experience

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### Position Purpose

To provide front-line administrative support for the Bonaparte First Nation faculty and community.

### Duties and Responsibilities:

#### Administration

- To open the band office for business.
- Greet visitors and refer them to the appropriate Department.
- Answer the telephone, take messages, or direct to Voice Mail.
- Daily, pick up and drop off band mail.
- Record and process all incoming mail in accordance with band “document control procedures”, review all incoming mail daily with the CEO/Finance Manager, forward mail to appropriate staff.
- Ensure that all office equipment is maintained and functioning properly.
- Attend meetings as required
- Maintain office calendars, record meetings and events; coordinate boardroom booking; maintain staff “in/out” board
- Co-ordinate travel for various staff hotel booking and/or registration
- Arrange meals for meetings and events as needed; post catering bids or order and pick-up meals
- Keep a current directory of band contacts and their information as needed for members, visitors and staff
- Offer guidance and support to members or visitors with current knowledge of band programs and policies
- Maintain confidentiality of activity when necessary. Performs all duties and responsibilities in a confidential manner
- Ability to prepare and format letters, reports, spreadsheets and other documents
- Preparation/Filing/Assisting of correspondence as needed

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## Finance

- Receive invoices, purchase orders and cheque requisitions
- Post Invoices and cheque requisitions
- Distribute cheques via mail and in person; maintain, create and file cheque sign-out sheets
- Maintain payable filing system

## Communications

- Update and develop forms, posters, and reports as needed
- Assist with the development of the monthly newsletter
- Assist with maintaining the website; keep news and events up to date

## Competencies – Knowledge, Skills and Abilities

- Ability to interact positively with the public. Interpersonal relationship skills
- Ability to deal with diverse staff working styles and administrative needs.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, accounting, email and the internet
- Must have strong administrative, organizational and communication skills. Administrative Education an asset.
- Ability to take direction, meet deadlines and have attention to detail
- Ability to deal tactfully and effectively with members, suppliers, and co-workers and keep information confidential
- Able to effectively manage time to stay organize and on top of multiple projects and various responsibilities at once
- Current Valid BC Driver's License

The successful candidate will enjoy a competitive salary based on qualifications and experience and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

**CLOSING DATE: Wednesday, July 29<sup>th</sup>, 2022 no later than 4:00 pm**

**TO APPLY: Submit resume to:**

**c/o: Human Resources**

**St'uxwtews|Bonaparte First Nation**

**2689A Sage Hill Road, Cache Creek, BC V0K 1H0**

**EMAIL: [hr@bonaparte.band](mailto:hr@bonaparte.band)**

*The Bonaparte Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, Colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where all things are equal, two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience of Bonaparte's language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*