

Bonaparte First Nation

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



Job Opportunity **Temporary Casual Receptionist**

Position: Casual Receptionist
Reports to: Finance Manager
Term: Casual up to 35hrs per week based on availability of work - Temporary
Start Date: As soon as a suitable candidate is found
Remuneration: Salary will commensurate with Qualifications and Experience

Position Purpose:

To provide all the necessary administrative support for the Bonaparte Indian Band's Band Manager, Finance Manager, Chief and Council and other staff members

Duties and Responsibilities

- 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.
- Record and process all incoming mail in accordance with band "document control procedures", review all incoming mail daily with the HR Manager/Finance Manager, forward mail to appropriate staff.
- Ensure that all office equipment is maintained and functioning properly.
- Attend meetings as required
- Maintain calendars for HR Manager, Finance Manager and any additional 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
- Prepare and format letters, reports, spreadsheets, meeting notes and other documents
- Preparation/Filing/Assisting of correspondence as needed or required for department managers

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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: Monday, February 6th, 2023 no later than 4:00pm

TO APPLY: Submit resume to:

c/o: Human Resources

St'uxwtéws | Bonaparte First Nation

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

EMAIL: 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.