

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 **Receptionist**

Position: Receptionist
Reports to: Executive Director or Delegate
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

Position Purpose:

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

Duties and Responsibilities

Administration

- Open the band administration office for business.
- Greet visitors and refer them to appropriate departments.
- Answer the phone, take messages or direct to voice mail.
- Daily, pick-up and drop off of band mail.
- Record and process all in-coming mail in accordance with band “document control procedures”, review all incoming mail daily with CEO/Finance Manager, forward to appropriate staff.
- Ensure 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.
- Arrange meals for meetings and events as needed; post catering bids or order and pick-up meals.
- Offer guidance and support to members or visitors with current knowledge of band programs and policies.
- Perform all duties and responsibilities in a confidential manner.
- Prepare and format letters, reports, spreadsheets and other documents.
- Preparation/ filing/ assisting of correspondence as needed.
- Arranges for meetings.
- Data collection and entry as needed.
- Order general office supplies as needed
- Update and distribute faculty list
- Other duties and responsibilities may be assigned as required.

Finance

- Receive and create purchase orders and cheque requisitions.
- Post invoices and cheque requisitions.

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- Distribute cheques via mail and in-person, maintain, create and file cheque sign-out sheets.
- Maintain the payables filing system.

Communications

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

Competencies – Knowledge, Skills and Abilities

- Certificate or diploma in business administration an asset
- Grade 12 or equivalent
- 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 - Class 5 or 7N

The successful candidate will enjoy a competitive salary, health benefits, retirement package 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, August 15th, 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.