



Katzie is looking for multiple **On-Call Receptionists** to help cover absences at the front desks in any of our IR1 buildings. No experience is required as training will be provided to the successful candidates.

This position reports directly to the Finance Admin Manager and is supervised by department personnel in the area they report to each shift. Shifts can range from a partial day to full-day coverage on a day-by-day basis or week-long vacation coverage.

Fifteen (15) minutes will be allotted to accept the shift when called in. After the time has elapsed, if no response is received, the shift will be offered to the next person. To ensure fairness, the order in which people are contacted will rotate.

DUTIES AND RESPONSIBILITIES

- Greet and direct external and internal visitors, in a friendly professional manner.
- On a multi-line phone system, receive, screen, and refer incoming telephone calls to appropriate staff.
- Provide general information to callers where applicable and answer routine inquiries.
- Book and manage appointments for Naturopath Clinics
- Prepare and manage a variety of correspondence including emails and newsletters.
- Maintain a variety of paper and digital files and records.
- Distribute and track mail and prepare outgoing mail including courier packages.
- Assist in the preparation of meetings, including document printing and sorting, room set up/clean up, food/drink preparation.
- Complete general clerical duties, including but not limited to scanning and printing documents, filing, order placement, organization of supplies.

KNOWLEDGE AND SKILLS

- Availability to take shifts, with limited notice, during standard working hours, Monday-Friday 8:30am-4:00pm.
- Comfortable undertaking general office tasks and speaking with people.
- Experience in customer service, reception, or office administration is an asset but not a requirement. Training will be provided.
- Positive attitude with exceptional people skills.
- General knowledge of office equipment (multi-line phone system, printer, scanner, photocopier, postage machine)
- Reliability and strong work ethic with the ability to work under limited supervision.
- Physically able to carry out the duties of the positions including ability to sit or stand for extended periods of time and perform repetitive motion tasks.

Application Deadline: August 31, 2023
Expected Start Date: Immediate

Job Type: On-Call
Salary: \$16.75 per hour

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 2023015** in the subject line.