



Join Our Team!

LAKE BABINE NATION

Posted: September 11, 2019;

Deadline September 20, 2019 12:00 pm

TACHET RECEPTIONIST

Lake Babine Nation is searching for a candidate to join our team in the position of Tachet Receptionist for the new Tachet Administration Building.

RESPONSIBILITIES

- Receive, direct, and relay telephone, fax and email messages.
- Greet / Assist / Direct the general public to the appropriate staff member.
- Pick up & deliver mail.
- Assist in the planning and preparation of meetings and conferences.
- Coordinate the repair and maintenance of office equipment.
- Liaising with a wide range of individuals and organizations.

QUALIFICATIONS

- Ability to speak and understand Babine Carrier (preferred but not necessary)
- Successful completion of Grade 12 (Dogwood or equivalent)
- Minimum one (1) year of direct work experience in a receptionist capacity
- Excellent oral and written communication and interpersonal skills
- Excellent computer skills (Word, Excel, Email)
- Excellent knowledge with basic office equipment (photocopier, fax)



APPLY NOW!

Philine West, *Human Resources Assistant*

T: (250) 692-4700 | TF: 1-888-692-3214

E: philine.west@lakebabine.com

Successful candidates of short-listing will be contacted