



Join Our Team!

LAKE BABINE NATION

Posted: January 10, 2024; Until Position Filled

WOYENNE LOWER-LEVEL RECEPTIONIST

Wage Range \$18.00 - \$22.00

Lake Babine Nation is searching for an enthusiastic, positive candidate to join our team in the positions of Receptionist for Lower Level of the main Administration Building in Woyenne.

RESPONSIBILITIES

- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions
- Receive, direct, and relay telephone, fax and email messages
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization
- Administer and manage outbound mail, including priority post, packages, courier services,
- and other correspondence
- 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!

Beatrice MacDonald, *Human Resources Director*

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Successful candidates of short-listing will be contacted