Receptionist Fort Babine

Employment Opportunity

Position Title:	**Receptionist Fort Babine**
Reports To:	Jerry Madam
Hours:	35 hours per week
Wage:	$19.12 - $22.44 per hour *(starting wage commensurate with experience)*
Status:	Full-time | Permanent | Starting ASAP
Closing Date:	October 30th, 2026
Benefits:	Comprehensive benefits package | RRSP matching
Location:	Fort Babine, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a friendly, dependable, punctual and professional individual to join our team as the Fort Babine Receptionist at LBN.

The Fort Babine Receptionist is responsible for providing secretarial, clerical and administrative support in an effective and efficient manner. The Receptionist is to act as the first point of contact for all staff, clients and visitors and provide a highly professional reception service to LBN and its members. As well as light janitorial duties to ensure cleanliness of the office.

OVERVIEW OF DUTIES & 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.
- Greet / Assist / Direct the general public to the appropriate staff member and remain present until main reception area is clear of the general public
- Process / prepare for delivery of mail
- Open and date stamp all general correspondence
- Entry of Outgoing / Incoming mail to Mail Tracking system
- Respond to public inquiries.
- Maintain an adequate inventory of office supplies in Reception area
- Maintain an itinerary on a daily basis
- Assist in the planning and preparation of meetings and conferences for Meeting rooms
- Provide information to staff and/or clients about special activities
- Ensures that a file tracking system is incorporated and utilized as part of a records

management system for documents / correspondence to do with Reception area
- Documents relating to Human Resources be delivered on a weekly basis every Mondays (Ie: Sign In, Sign Out Sheets)
- Ensure that the appropriate evacuation procedures are carried out in the event of an emergency
- Observe and report any security issues to Security or Immediate Supervisor
- Provide word-processing and secretarial support

Janitorial Duties

- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and
- Empty trash cans and other waste containers other refuse
- Sweep, mop, scrub and wax hallways, floors and stairs
- Clean and disinfect washrooms and fixtures
- Ensure that security and safety measures are in place in the establishment

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Grade 12 Diploma
- Ability to speak and understand Babine Carrier (preferred but not necessary)
- Excellent oral and written communication and interpersonal skills.
- Excellent computer skills (familiar with Microsoft office)
- Excellent knowledge with basic office equipment (photocopier, fax, scanner)
- Self-motivated; able to work independently; makes effective use of time

Skills & Abilities

Knowledge
The incumbent must have proficient knowledge in the following areas:
- Office Administration
- Understanding of relevant legislation, policies and procedures
- Understanding of the northern cultural and political environment

Skills
The incumbent must demonstrate the following skills:
- Team building
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level
- Stress Management Skills
- Time Management Skills

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Position-Specific Competencies

The incumbent must demonstrate the following personal attributes:

- Maintain and sign oath of confidentiality and demonstrate sound work ethics
- Be respectful, honest, trustworthy and flexible
- Possess cultural awareness and sensitivity

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

Physical Demands

The Incumbent will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Incumbent may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

The office may be a busy facility. The Incumbent may have to manage a number of projects at one time, and maybe interrupted frequently to meet the needs and requests of co-workers, members, and clients. The Incumbent may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands and Mental Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Incumbent to concentrate. The Incumbent will have to manage a number of requests and situations at one time. Stress may be cause by the need to complete tasks within tight deadlines.

Apply Now!

Complete the application form and email it with your cover letter and resume to HR:
Attention: Human Resources **Email:** hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.