

TLA'AMIN HEALTH
Internal Job Posting



Job Title: Receptionist
Work site: Tla'amin Health Building
Status: Temporary Full Time
Start date: May 4, 2020
Salary: \$16.87 – 17.57 per hour
Hours: 8:30 am - 4:30 pm
Reference: #04232020a
Reports to: Associate Health Director

Qualifications:

1. Minimum Grade 12 or equivalent
2. First Aid & CPR, or willingness to obtain
3. Valid BC Driver's Licence & Satisfactory Driver's Abstract
4. Successful recent Criminal Record Check

Key Duties & Responsibilities:

1. Answering phone and greeting people in professional manner
2. Monitor & maintain office equipment
3. Assist with coordination of scheduling and program activities
4. Assist with special initiatives on occasion
5. Clerical & administrative duties
6. Maintaining database information systems
7. Other related duties, as required

Job Skills & Abilities:

1. Well-developed communication, verbal, telephone, and written skills
2. Good organization, time, and general management skills
3. Computer literate in all areas of applications software
4. Can work independently and as a team
5. Timely and sensitive problem solving
6. Thorough knowledge of the Tla'amin community and its resources
7. Thorough knowledge of office equipment and general office procedures

Additional Information:

The successful applicant will be required to work in accordance with the BCGEU Collective Agreement as well as the policies and benefits therein, in addition to all relevant Tla'amin Health policies and procedures. This position is open to male and female applicants and requires union membership. This temporary position is specific to the Covid19 pandemic timeframe; as such, the successful candidate will be required to work both in office and from home, as instructed, for at least 35 hours per week.

Send a resume accompanied with a cover letter, by email or fax by Thursday, April 30 by 4:30pm:

Nathan Jantz, Health Director

Email: nathan.jantz@tn-bc.ca

Fax: 604-483-2466