



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!

**Casual Receptionist
Fort St. James, BC**

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Reporting directly to the Manager of Administration, the Casual Receptionist will provide reception services to the staff and members served by Nezul Be Hunuyeh.

Key Areas of Responsibility:

- ✚ Greet visitors professionally in a positive, welcoming, and compassionate manner
- ✚ Support the vision, mission, and mandate of Nezul Be Hunuyeh
- ✚ Create a welcoming warm environment for staff and visitors
- ✚ Answer calls on a multi-line phone system and direct appropriately

Preferred Qualifications:

- ✚ Minimum Grade 12 education
- ✚ Excellent oral and written communication skills
- ✚ Ability to work independently and collaboratively
- ✚ Good analytical and assessment skills
- ✚ Knowledge of office equipment and systems
- ✚ Knowledge with computer systems and Office 365 Software
- ✚ Dependable and Punctual
- ✚ Have knowledge of Dakelh Culture and the communities served by Nezul Be Hunuyeh

(\$22.00 Hourly)

Please submit your resume and cover letter to:

NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES
P.O. Box 1180 - 700 Stuart Drive West, Fort St James, BC V0J 1P0
Telephone: 250-996-6806 Fax: 250-996-6977
Email: hiring@nbh.ca

Closing date: March 29, 2024, at 1:00 pm

Applicant must agree to a Criminal Record Check
Applicant must have a valid Class 5 Driver's License
Modified workdays/hours including evenings & weekends may at times be required
Indigenous Ancestry is an asset

We thank all applicants for applying in advance. Only those selected for an interview will be contacted.