



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!

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 Receptionist will play a pivotal role in providing secretarial support to Nezul Be Hunuyeh Child & Family Services. Your dedication to this role will contribute significantly to providing services to the communities we serve.

Type: Permanent Full-Time (35hrs/wk)

Wage Grid: \$24.75 - \$29.33 hourly with Competitive Benefits and Pension

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
- ✚ Provide information about Nezul Be Hunuyeh services as required
- ✚ Maintain office and coffee supplies
- ✚ Assist with vehicle fleet and facility maintenance scheduling
- ✚ Arrange travel and accommodations as required
- ✚ Coordinate meetings, coordinate catering, venues as required

Preferred Qualifications:

- ✚ Minimum Grade 12 education; Office Administration Certificate is an asset
- ✚ Excellent organization and problem-solving skills
- ✚ Demonstrate ability to work under pressure in a busy office environment
- ✚ Excellent oral and written communication skills
- ✚ Excellent time-management, problem-solving, and interpersonal skills.
- ✚ Ability to work independently and collaboratively building effective interpersonal relationships
- ✚ Good analytical, assessment skills and the ability to work independently and as part of a team.
- ✚ Proficient in the handling of office equipment and systems
- ✚ Excellent computer skills with proficiency in Office 365 Software
- ✚ Dependable and Punctual
- ✚ Have knowledge of Dakelh Culture and the communities served by Nezul Be Hunuyeh
- ✚ Indigenous ancestry considered an asset

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.

Application Deadline: May 6, 2025, 4:00pm

To apply, please submit your resume and cover letter

via email to hiring@nbh.ca with the subject line: Reception - FSJ

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