



WE ARE HIRING!

Receptionist

Fort St. James, BC

Nezul Be Hunuyeh (NBHCFSS) is an Indigenous Child & Family Services Agency proudly serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Reporting to the Manager of Administration, the Receptionist is a key member of the team and often the first point of contact for those served by NBHCFSS. This role provides essential administrative and secretarial support to NBHCFSS, helping to ensure a welcoming, organized, and respectful environment. Through professionalism, care, and attention to detail, the Receptionist plays an important role in supporting our programs and contributing to the well-being of the communities we serve.

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

Wage Grid: \$25.00 - \$31.00 hourly

Duties & Responsibilities:

- ✦ Greet and assist visitors in a professional, welcoming, and compassionate manner
- ✦ Support and uphold the vision, mission, and mandate of Nezul Be Hunuyeh
- ✦ Foster a warm, respectful, and inclusive environment for staff, visitors, and community members
- ✦ Answer and manage incoming calls using a multi-line phone system, directing inquiries appropriately
- ✦ Provide accurate information regarding Nezul Be Hunuyeh programs and services, as required
- ✦ Monitor, maintain, and replenish office and kitchen/coffee supplies
- ✦ Assist with scheduling and coordination related to vehicle fleet and facility maintenance
- ✦ Arrange travel and accommodation for staff, as required
- ✦ Coordinate meetings, including scheduling, catering, and venue arrangements
- ✦ Perform other related administrative duties as assigned.

Preferred Qualifications:

- ✦ Completion of Grade 12 or equivalent; an Office Administration Certificate is considered an asset
- ✦ Demonstrated strong organizational, time-management, and problem-solving abilities
- ✦ Proven ability to work effectively in a fast-paced office environment and manage competing priorities
- ✦ Strong verbal and written communication skills
- ✦ Ability to work independently and collaboratively within a team, fostering respectful and effective working relationships
- ✦ Demonstrated interpersonal, analytical, and assessment skills
- ✦ Proficiency in the use of standard office equipment and administrative systems
- ✦ Strong computer skills, including proficiency with Microsoft Office 365 applications
- ✦ Demonstrated reliability, dependability, and punctuality
- ✦ Knowledge of Dakelh culture and familiarity with the communities served by Nezul Be Hunuyeh is considered an asset
- ✦ Indigenous ancestry is considered an asset

Applicants must agree to & provide an acceptable Criminal Record Check & Vulnerable Sector Clearance
Applicants must possess a valid Class 5 Driver's License & provide an acceptable Driver's Abstract

TO APPLY SUBMIT RESUME AND COVER LETTER (PDF FORMAT ONLY) TO:

Via email to [hiring@nbh.ca](mailto: hiring@nbh.ca) with the subject line: **Receptionist FSJ**

CLOSING DATE: AUGUST 4, 2026 @ 4:00 PM

Only Applications with a cover letter and submitted as per the posting instructions will be reviewed
We thank all applicants for applying in advance; only those selected for an interview will be contacted