



## Employment Opportunity Receptionist (Casual)

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**Term:**

*Six (6) month term position, (3 days/wk)*

**Job Summary:**

This position attends to visitors and deals with inquiries on the phone and face to face by supplying information regarding the organization. Also contributes to the efficient day-to-day operations by performing a variety of administrative duties.

**Duties:**

- Provides receptionist duties and maintains a professional presence at the front desk
- Administrative tasks including maintaining office files, meeting set-up, data entry
- Scheduling client appointments, confirming appointments and may assist Medical Office Administrators with additional duties as assigned
- Provides additional administrative support to the organization

**Qualifications and Skills:**

- Minimum of one (1) year reception/administrative experience in an office setting
- Ability to use a high degree of tact, diplomacy, and confidentiality in working with others
- Demonstrated proficiency in Word and Excel applications
- Excellent verbal, written, and organizational skills
- Must be able to work in a team environment as well as being self-directed
- Knowledge of Secwepemc culture is an asset

**Additional Requirements:**

- Possess valid British Columbia driver's license and submit current drivers abstract
- Reliable transportation (not on bus route)
- Recent clear Police Information check with Vulnerable Sector screening

Please forward your cover letter, resume, and employment references to:

Q'wemtsin Health Society

**Attn: Human Resources Department**

130 Chilcotin Road

Kamloops, BC V2H 1G3

E-mail: [hr@qwemtsin.org](mailto:hr@qwemtsin.org)

The deadline for this posting is **February 15, 2018**.

We thank you all for your submissions.  
Only qualified candidates will be contacted.