



Neskonlith Indian Band

705 Chief Neskonlith Drive
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www.neskonlith.net



Job Posting

Receptionist / Administration Support Clerk

Neskonlith Indian Band

Chase, BC

Full-Time | \$22.50 – \$25.00 per hour

Schedule

Monday – Friday

8:00 AM – 4:00 PM (½ hour unpaid lunch)

Reports to: Band Manager

Position Summary

The Receptionist / Administration Support Clerk provides front-line reception services and administrative support to all departments. This role is essential to maintaining efficient and professional office operations by managing communications, scheduling, filing systems, purchasing support, mail handling, inventory, and assisting with community programs and events.

Key Duties & Responsibilities

Administrative Support / Office Tasks

- Provide administrative support to all departments
- Answer phone calls, emails, and messages; redirect as needed
- Greet clients, community members, and visitors in a professional manner
- Schedule appointments, meetings, and program activities
- Manage office calendars and reminders
- Coordinate hall bookings
- Act as key holder
- Organize and maintain physical and digital filing systems
- Track and manage office inventory
- Order office supplies and verify deliveries

- Handle incoming and outgoing mail and packages
- Forward job resumes to HR

Financial / Purchasing Tasks

- Prepare purchase orders (POs) for supplies and services
- Print rent and other receipts while counting cash
- Assist Finance as required

Event / Program & Community Support

- Design posters, flyers, and promotional materials
- Assist with event planning and coordination
- Support event setup and wrap-up
- Update and maintain internal program and event information

Team Support / General Duties

- Assist staff with projects and documentation
- Provide front-line support to ensure smooth office operations
- Offer additional support to meet departmental and community needs

Required Skills & Abilities

- Strong interpersonal and professional customer service skills
- Excellent verbal and written communication skills
- Strong organizational and time management abilities
- Ability to prioritize and manage interruptions in a busy office setting
- Ability to maintain confidentiality
- Ability to work independently and collaboratively
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, Teams)
- Strong attention to detail and accurate record keeping

Required Qualifications

- Office Clerk Certificate or equivalent training and/or experience
- Previous receptionist and/or administrative experience (preferred)

Working Conditions

- Office-based position with frequent interaction with staff, clients, and community members

- Extended periods of sitting and computer work
- Occasional lifting/carrying of office supplies
- Occasional support for events outside regular hours, as needed

Preferential Hiring

In accordance with Section 16(1) of the Canadian Human Rights Act and Section 42 of the BC Human Rights Code, Neskonalith practices preferential hiring for Indigenous applicants.

How to Apply

Interested candidates are invited to submit their resume and cover letter to **hr@neskonlith.net**.