

Reception & Accounting Assistant

Are you someone who enjoys working with people, staying organized, and keeping things running smoothly behind the scenes? We're looking for a friendly and dependable **Reception & Administrative Assistant** to join our team in **Chetwynd, BC**.

In this role, you'll be the welcoming face and voice of our company, helping visitors, employees, customers, and vendors while supporting the day-to-day operations of our office. You'll coordinate travel, assist with company events, manage promotional merchandise, and provide general administrative support across the organization.

Employees are expected to support and participate in a “culture of safety”, adhere to and be ambassadors of Duz Cho’s Code of Conduct and Values, act professional and amicable, and to treat others with dignity, respect, and fairness.

Duz Cho is a 100% Indigenous owned company, with ownership belonging to McLeod Lake Indian Band. The successful candidate will have a deep understanding of the diverse cultures and histories of local Indigenous communities. They must have demonstrated experience in applying Indigenous knowledge in a professional setting, adhering to cultural protocols, and working with a culturally safe approach. Knowledge of the Truth and Reconciliation Commission of Canada (TRC) Calls to Action and a commitment to advancing reconciliation are essential.

You'll also have the opportunity to gain valuable experience working alongside our accounting team. Whether you're already interested in accounting or looking to build new skills, this position offers hands-on exposure to accounts payable, payroll, accounts receivable, and other accounting functions as you grow in the role.

This is an excellent opportunity for someone who enjoys working with people, thrives in a fast-paced environment, and has an interest in developing their accounting and business administration skills.

Position Details

- **Schedule:** Monday to Friday, 8:00 AM to 4:30 PM
- **Wage:** \$25.00/hour, plus overtime in accordance with BC Employment Standards
- **Location:** Chetwynd, BC
- **Status:** Full-Time, Permanent
- **Work Environment:** 100% In-Office

Key Responsibilities

Reception & Office Administration

- Serve as the first point of contact by answering and directing incoming phone calls professionally and courteously.
- Welcome and assist visitors, employees, customers, and vendors.
- Receive, sort, and distribute mail, courier deliveries, and correspondence.
- Maintain a clean, organized, and professional reception area.
- Provide administrative support to management and other departments as required.

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- Assist with general office operations and special projects.

Travel & Event Coordination

- Coordinate and book employee travel, including flights, accommodations, rental vehicles, and related arrangements.
- Maintain travel records and assist with schedule changes or cancellations.
- Support the planning and coordination of company meetings, employee events, community initiatives, and corporate functions.
- Arrange event logistics, supplies, catering, and related administrative requirements.

Company Merchandise & Office Supplies

- Maintain inventory levels of company-branded apparel and promotional merchandise.
- Track purchases, inventory, and distribution of company swag.
- Coordinate orders and replenishment of promotional items as needed.
- Assist with ordering and maintaining office supplies.

Accounting Support

- Assist with accounts payable invoice processing, coding, and data entry.
- Provide backup support for accounts receivable functions, including invoicing and customer account administration.
- Assist with payroll administration and payroll-related data entry.
- Review documentation for completeness and accuracy.
- Support account reconciliations and basic accounting processes.
- Maintain organized accounting and payroll records.
- Provide vacation and workload coverage for accounting team members as required.
- Take on additional accounting responsibilities as knowledge and experience develop.

Qualifications

We're looking for someone who:

- Is friendly, professional, and enjoys interacting with people.
- Has strong communication and interpersonal skills.
- Is highly organized and capable of managing multiple priorities.
- Demonstrates exceptional attention to detail and accuracy.
- Is comfortable working with numbers and interested in learning accounting functions.
- Maintains confidentiality when handling employee and financial information.
- Has strong computer skills, including Microsoft Outlook, Word, and Excel.
- Is eager to learn new software, systems, and business processes.
- Works well independently while contributing positively to a team environment.
- Is able to work full-time in our Chetwynd office.

Previous experience in reception, administration, bookkeeping, or accounting is considered an asset but is not required. Education or coursework in accounting, bookkeeping, business administration, or a related field is also considered beneficial.

Growth Opportunity

This role offers excellent development potential for individuals interested in expanding their accounting

knowledge and professional skills. While reception and office administration will remain key responsibilities, there is an opportunity to gradually take on additional duties within accounts payable, payroll, accounts receivable, and general accounting as experience grows.

What We're Looking For

The ideal candidate is someone who enjoys helping people, takes pride in staying organized, and loves being the person who keeps things running smoothly. They can confidently switch between greeting visitors, coordinating travel, organizing events, and supporting detailed accounting tasks. Most importantly, they're eager to learn, contribute, and grow alongside our team.

Why You'll Enjoy This Role

No two days are exactly the same. One moment you might be greeting visitors, the next coordinating travel arrangements, helping organize a company event, or supporting the accounting team with important administrative tasks. If you enjoy variety, take pride in being organized, and like being part of a collaborative team, we'd love to hear from you.

If you're looking for a position that combines customer service, administration, and accounting experience with opportunities for long-term growth, we'd love to hear from you.

Email to submit resume (optional): recruitment@duzcho.com

Indigenous applicants submit resumes to: localbandtalent@duzcho.com

MLIB Applicants submit resumes directly to: jreno@duzcho.com