



# Casual Administrative Support

## On-Call Admin Support for Port Alberni Main Office

The Casual Administrative Support position is part of the Administration Department and will operate the main switchboard, provide reception, and general administrative support to various program staff and provide reservations and general support to multiple departments.

Answer switchboard and greet callers, take messages, screen calls, refer calls and reply to questions in accordance with general instructions and/or, information to and from staff members.

### Responsibilities Include:

- Operating a multi-line phone system
- Multi-department reception
- Greeting visitors
- Building meeting kits
- Copying and filing
- Booking travel requests
- Maintaining confidentiality

### Required Qualifications:

- Grade 12 *plus* 2 to 3 years of proven general office skills experience
- Superior telephone manners and strong interpersonal skills
- Professional, responsive, and positive work attitude is essential
- A valid BC Driver's License and reliable vehicle
- Experience in a First Nations working environment would be considered an asset
- Knowledge of computerized word processing and other office equipment
- Good interpersonal, communication and organization skills
- Acceptable criminal record check

Apply by sending cover letter, three references (available to contact) and resume to:



**Nuuchahnulth Tribal Council**

**P.O. Box 1383**

**Port Alberni, BC V9Y 7M2**

**Attn.: Lisa Sam, Office Manager**

**Email: [lisa.sam@nuuchahnulth.org](mailto:lisa.sam@nuuchahnulth.org)**

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

# Nuuchahnulth Tribal Council