

## **JOB OPPORTUNITY – Receptionist and Administrative Support**

The Coastal First Nations - Great Bear Initiative (CFN-GBI) has an exciting and unique opportunity for a full-time Front Desk Receptionist/Administrative Support person to join our dynamic team in Vancouver.

### **About the Coastal First Nations – Great Bear Initiative**

The CFN-GBI is an alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The alliance includes Wuikinuxv Nation, Heiltsuk, Kitasoo/Xaixais, Nuxalk Nation, Gitga'at, Metlakatla, Nuxalk Nation, Old Massett, Skidegate, and Council of the Haida Nation. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. For more information on the Coastal First Nations refer to [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca)

### **The Opportunity**

Working mainly with the Office Manager and reporting to the General Manager, the primary functions of this position are:

- To provide administrative support for GBI staff;
- Hosting guests and visitors while in the office;
- Greeting and welcoming visitors, whether in-person or on the telephone, in a professional manner.

Core responsibilities include:

- Answering and relaying telephone and general website enquiries;
- Management of incoming and outgoing correspondence
- Scheduling of boardroom bookings;
- Organizing and stocking the reception area, stocking the supply rooms;
- Assisting with preparation of board , executive and corporate meetings and documents;
- Coordination and hosting of meetings and kitchen clean-up;
- Kitchen, Boardroom and general office clean –up and organization
- Making travel arrangements;
- Providing CFN-GBI information or reference material to enquirers;
- Referring enquiries to appropriate staff or other resources;
- Arrange special couriers, mailing and faxes as required;
- Assist other staff as requested with photocopying, typing and mailing reports, editing reports, filing;
- Providing administrative support to the office team, and;
- Other duties as assigned.

What you'll need to succeed:

Are you a professional candidate that enjoys a casual, yet professional environment? Do you enjoy a dynamic role with responsibility? If so, you must have a minimum of two (2) progressive years within a similar organisation, you must have excellent communication skills both verbally and written.. You must have front of house experience and must be proficient in Microsoft office programmes.

Education and professional development:

- High School Graduate
- Certification in Administration an asset

Knowledge experience, skills and strengths required:

- Minimum of 2 years' experience
- Experience with not-for-profit or indigenous organizations;
- Good people skills and enjoyment of hosting;
- Enjoy keeping a tidy office with a professional look
- Professional and reliable;
- Able to prioritize time-sensitive tasks and take direction from team members;
- Advanced Microsoft Suite Excel, Word, Outlook skills;
- Good writing skills for letters and e-mails;
- Understanding of filing systems;
- Ability to work well in a team where often responsibilities and tasks overlap;
- Able to multi-task and also be flexible to change;
- Attention to detail is crucial;
- Ability to work in a team environment.

What you'll get in return:

You will gain a competitive compensation package, including 5 weeks' vacation, extended health and dental benefits. You will gain really good exposure to the dynamic, indigenous not-for-profit society and will gain excellent experience with a growing yet established organisation.

What else you need to know:

**This position is 35 hours per week, Monday to Friday. CFN-GBI offers a competitive compensation package and an engaging work environment. Qualified applicants should email a cover letter and resume to [officeadmin@coastalfirstnations.ca](mailto:officeadmin@coastalfirstnations.ca), to the attention of Crystal Dixon, Office Manager by 3:00 p.m. on Friday, September 14, 2018. Note: Only those shortlisted will be contacted.**