



JOB OPPORTUNITY – RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Permanent Full-Time Position

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

About the Coastal First Nations – Great Bear Initiative

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. 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 please see www.coastalfirstnations.ca

The Opportunity

Reporting to the Executive Assistant, the primary functions of this position are to provide a professional and welcoming experience for visitors, whether in-person, on the telephone, or through multi-media formats, ensuring enquiries are responded to appropriately, and for providing hosting, office management, secretarial and administrative support and general troubleshooting to CFN-GBI.

Required qualifications for the position include completion of Grade 12 and office administration courses at the post-secondary level and at least three years' experience providing excellent customer service and administrative assistant-type responsibilities, preferably while working in a cross-cultural, not-for-profit sector environment. Advanced skills in the Microsoft Office Suite, experience using Microsoft 365 Enterprise, and an understanding of systems for document management are also required.

Given the responsibilities of the position, the successful candidate must be a self-starter, with a reputation as a team player, possessing excellent written and oral communication skills and the ability to build relationships, particularly with First Nations communities. Flexibility, attention to detail, comfort with change, detail orientation, multi-tasker, problem solver, willingness to take initiative, great organizational skills and technical competence are also required. Knowledge of First Nations' Cultures would be considered an asset.

CFN-GBI hires on the basis of skills, ability and qualifications, however, in support of our strategy to achieve our employment goals for Aboriginal peoples, qualified Indigenous applicants, particularly from the CFN-GBI alliance Nations who at the time of application indicate such, will be given priority. A complete job description is available at www.coastalfirstnations.ca

CFN-GBI offers a competitive compensation package and an engaging work environment. Qualified applicants should email a cover letter and resume to hr@coastalfirstnations.ca, to the attention of Debbie Kinequon, Executive Assistant by 3:00 p.m. on Friday June 25, 2021. Note: Only those shortlisted will be contacted.