



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Title: Desk Receptionist
DEPARTMENT: Governance
STATUS: Auxiliary On-Call
SALARY: \$19.89 - \$28.99 / Per Hour

CLOSING Date: November 18, 2018

JOB SUMMARY

Under the direct supervision of the Governance Manager, the Desk Receptionist is responsible for the following:

- Operate the multi-line phone system, receive walk-in clients, and otherwise maintain the front office by responding to all enquiries from C/TFN staff, citizens, other governments and the general public, and refer all enquiries to the appropriate C/TFN departments, offices or staff.
- Answering phone calls, responding to enquiries, receiving and routing all mail, faxes, information and traffic, and performing general office duties and support services.
- Collection of cash, money orders or cheques for Accounts Receivable.
- Assist the Governance Manager and Executive Director in the scheduling and coordination of meetings, workshops and events as required.
- Assist with preparing packages for Mail-outs for meetings, and other duties as directed by Governance Manager (Priority: Infrastructure, Governance, Health).
- Provide photocopies upon request for Governance Department and/or Public
- Ensure that the C/TFN Governance Department and reception area is provided with adequate materials and supplies.
- Maintain common areas of the Administration Building for safety and tidiness/not janitorial services/all departments, staff are responsible for cleaning own dishes.
- Screen incoming calls and visitors for urgency, direct them to the appropriate person

CONDITION OF EMPLOYMENT

- Provide a Criminal Records Check

Knowledge of C/TFN culture, history, goals and aspirations or willingness to learn; No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department.

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:
Carcross/Tagish First Nation
Finance & HR Department
Box 130, Carcross, Yukon Y0B 1B0
Phone: (867) 821-4251 Ext 8269
Email: HumanResources@ctfn.ca