



## **On Call Receptionist Job Posting**

### **Job Summary:**

To report to the Office Manager, general office clerical, problem solving, ability to direct clients and the public in a friendly, pleasant, courteous manner, communicate and motivate staff. Planning and organizing skills imperative. Problem solving skills; speaking and listening skills essential. Receive and forward telephone inquiries in a calm friendly manner. Provide general information to clients and the public.

### **Duties and Responsibilities:**

Greet and direct all client traffic - walk- in clients, phone calls; Word Processing; Incoming/Outgoing courier specimens/documents; document staff activities on the sign out sheet as they occur; file management, interoffice mail, transmit, receive, record and distribute facsimile transmissions; waiting room to be kept organized and clean; replenish brochures/pamphlets as needed; program schedule mail out, rides list and other miscellaneous duties as required.

### **Knowledge, Skill and Ability:**

Perform general clerical duties such as filing, photocopy and collate documents, type and proofread correspondence, format and page editing, compose forms and other documents. Print documents. Label, photocopy, file and retrieve documents. Maintain and update filing, sort and route incoming mail. Send and receive email messages. Skill to use Fax Machine, Photocopier, MS Word, Excel, Windows, , Electronic Mail, 6 -10 Line Phone System.

### **Credentials and Experience:**

- Completion of High School
- College/Vocational
- Technical Training or Equivalent combination of Education and Experience

### **Special Requirements:**

Ability to multitask in a fast paced environment and provide immediate assistance to staff and clients when needed.

All documents pertaining to Tillicum Lelum Aboriginal Friendship Centre which includes documents, files, letters, back-up copies on disk, Flash Drives, etc.

Email addresses and correspondence, are the property of and belong to the Tillicum Lelum Aboriginal Friendship.

Experience in providing information to clients/staff and maintaining confidentiality. To take Personal Development training; I am accountable and responsible supporting the Goals and Objectives, Philosophy and Mission Statement of Tillicum Lelum Aboriginal Friendship Centre.

This position is on-call/holiday relief and lunch hours daily.