



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Permanent Full Time Position:** Receptionist/Office Administrator

**Location:** Anacla Government Office

**Hourly Wage:** \$17.56

**Authority Relationship:** Reports to the Human Resources Manager

**Function and Job Summary:**

The receptionist is responsible for providing secretarial, clerical and administrative support in order to ensure that Government Building services are provided in an effective and efficient manner with an accurate timely flow of people and information.

**Key Accountabilities:**

- Providing secretarial, clerical and administrative support.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

**Job Duties:**

- Operates the reception desk and receives, directs and relays telephone and fax messages.
- Greets and directs the Huu-ay-aht Citizens and the general public to the appropriate staff member.
- Performs computer data entry; prepares correspondence.
- Develops and maintains a current and accurate filing system within general receptionist duties.
- Monitors and orders office supplies.
- Operates the HFN company truck calendar and keeps track of truck keys.
- Coordinates meetings and travel arrangements (as requested).
- Sorts and distributes all incoming mail to the appropriate department/staff member.
- Prepares and sends purchase orders as directed by the supervisor.
- Other related secretarial duties as directed.

**Operational Requirements:**

- Required to work Monday to Friday, 8:30 to 4:00 pm. (With ½ hour lunch).
- Valid BC driver's license preferred.
- Successful background checks, including employment verification, references and criminal records check.

**Education and Experience Requirements:**

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Previous experience in an office environment in an administrative support/receptionist role.
- Strong customer service orientation.



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- Strong organizational skills with attention to detail.
- Good communication skills verbal and written.
- Good computer skills in Word, Excel, Outlook.
- Ability to multi task in a busy environment.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide street Port Alberni, BC, V9Y 6N4. Please quote Office Administrator Job Posting. Closing date for this position is March 15, 2019 at 4:00 pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### HUU-AY-AHT FIRST NATIONS VALUES

#### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

#### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

#### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

#### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other