



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Employment Opportunity

Part-Time Receptionist (2 Regular Part-Time Positions)

Position	Part-Time Receptionist
Location	Port Alberni Government Office
Scope	Two regular part-time positions; approximately 19 hours per week each
Reports to	HR/Payroll Admin Supervisor or designate
Salary/Starting Wage	\$25.00 per hour
Benefits	In accordance with the final employment agreement, employment status, and applicable HFN policy or plan terms
Schedule/Hours	Approximately 19 hours per week. Two regular part-time schedules are available: Schedule 1: Monday & Tuesday, 8:30 a.m. – 4:00 p.m.; Wednesday, 8:30 a.m. – 12:30 p.m. Schedule 2: Wednesday, 12:00 p.m. – 4:00 p.m.; Thursday & Friday 8:30 a.m. – 4:00 p.m. Additional coverage hours may be offered as needed.

FUNCTION AND JOB SUMMARY

Huu-ay-aht First Nations Government is seeking two Part-Time Receptionists to provide reception, clerical, and administrative support for its Government Offices. The positions will share regular reception coverage and provide flexibility for vacation, illness, training, and other operational needs.

The role supports citizens, visitors, staff, contractors, and guests and requires confidentiality, professionalism, organization, respectful communication, and a commitment to Huu-ay-aht values and the Sacred Principles of ʔiisaak, (Respect) ʔuʔaałuk, (Taking care of) and Hišukma cawaak. (Everything is One).

KEY ACCOUNTABILITIES

- Provide reception, clerical, and administrative support to ensure efficient office operations.
- Maintain confidentiality and professionalism at all times.
- Promote a positive and respectful work environment aligned with Huu-ay-aht values, culture, and goals.
- Ensure accurate and timely flow of information, visitors, correspondence, and office communications.



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- Provide professional and welcoming service to citizens, visitors, contractors, guests, and staff.
 - Maintain an organized and welcoming reception area and support day-to-day office operations.
 - Coordinate with the other Part-Time Receptionist and the HR and Administration team to maintain reliable reception coverage.
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JOB DUTIES

- Answer, screen, and direct incoming telephone calls; greet and assist citizens, visitors, contractors, and guests; and direct inquiries appropriately.
 - Perform data entry, prepare correspondence, maintain filing systems and office records, and provide general administrative support.
 - Assist departments with mailouts, meetings, events, and other administrative tasks.
 - Coordinate meeting room and office vehicle bookings; stock boardrooms and notify the Building Service Worker when cleaning or maintenance is required.
 - Receive, process, log, and distribute mail, courier packages, faxes, and interoffice correspondence, including deliveries between Government Office locations.
 - Maintain staff directories and office communication boards and assist with newsletters, notices, and mailouts.
 - Monitor office supply inventory, coordinate orders, maintain equipment and supply records, and receive and store supplies.
 - Assist with travel arrangements, meeting coordination, organizational events, community meetings, and People's Assembly activities as requested.
 - Process approved payments and receipts, maintain reception logs, assist with purchase orders, and perform other duties as assigned.
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OPERATIONAL REQUIREMENTS

- Availability to work a regular part-time schedule of approximately 19 hours per week and provide additional approved coverage when available.
- Ability to work at either the Port Alberni Government Office or Anacla Government Office as operationally required.
- Ability to stand on a step stool to safely restock office supplies and storage areas.
- Ability to lift and carry up to 25 lbs.
- Ability to move throughout the office environment, including walking between departments and work areas; a valid BC Driver's Licence is considered an asset.
- Successful completion of reference and background checks.



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EDUCATION AND EXPERIENCE REQUIREMENTS

- Previous experience in a receptionist, administrative assistant, or office support role.
- Experience working in a professional office environment.
- Experience providing customer service to the public.
- Experience working with First Nations governments, organizations, citizens, or communities is considered an asset.
- An equivalent combination of education, training, and relevant experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal communication skills.
- Excellent organizational and time-management skills.
- Ability to manage multiple priorities in a busy environment.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and exercise discretion.
- Proficiency with Microsoft Office, including Outlook, Word, Excel, and Teams.
- Ability to work independently and as part of a team.
- Ability to coordinate schedules and coverage respectfully and reliably with the other Part-Time Receptionist and the HR and Administration team.

HOW TO APPLY

Submit to:

Human Resources

Huu-ay-aht First Nations Government

Email: hr@huuayaht.org

Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include Part-Time Receptionist in the subject line.

Application deadline: Open until filled.

Two regular part-time positions are available. Applications will be reviewed as received, and interviews will be scheduled with selected candidates.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens, qualified Indigenous applicants, and applicants with experience working in First Nations, modern treaty, or self-governing Indigenous government environments.



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HUU-AY-AHT VISION, MISSION, AND VALUES

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ʔiisaak 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, and 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

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

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not 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 are not doing
- Be happy and enjoy your work life

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 do not judge
- Basic Etiquette - remember the common courtesies, kindness, and compassion
- ʔiisaak
- Observe protocol and ceremony

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

SUPPORT

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