

Gitxsan Treaty Society – JOB OPPORTUNITY

Reception/Information Clerk JOB DESCRIPTION

Qualifications

- Ideal candidate will:
 - Have a sound understanding of the Gitxsan Ayookw
 - Certificate in office administration and/or experience in this area of work
 - Excellent oral and written communication skills
 - Ability to deal effectively with the public
 - Must be computer literate
 - Must have excellent oral and written communication skills
 - Understand that all duties performed and information created on the job is a copyright of the Gitxsan Treaty Office
 - ASSET: Understand and use of the Gitxsan language
- Responsibilities
 - External mail will be tracked in terms of delivery, to office including hand delivered mail
 - Assist Executive Assistant with central filing system and keep all filing up to date
 - Assist Executive Assistant in ensuring that minutes for meetings are ready for distribution three working days of meeting
 - Copying of documents will be kept to a minimum
 - Handle ordering of coffee room, cleaning and maintenance supplies, and office supplies
 - All orders will be done in a cost effective manner
 - Assist Executive Assistant in maintaining staff attendance records
 - Open office daily from 8:30 a.m. to 4:30 p.m.
 - Assist Gimlitxwit coordinator as needed
 - Deal with boardroom scheduling
 - Maintain an inventory of all office equipment
 - Assist Executive Assistant as needed
- Duties
 - Report directly to the Executive Director
 - Deal with public enquiries
 - Handle all print mail for the GTS as directed by the Executive Assistant
 - Assist Executive Assistant in preparation of GTS Board meetings

Application Deadline: July 15, 2011 @ 4:30 p.m. (must be available to work immediately)

Wage Scale: Depending on Experience

Apply by: Resume submission to:

Executive Director

Box 229

Hazelton, BC V0J 1Y0

Phone: 250-842-6780 Fax: 250-842-6709

Email: gsebastian@gitxsan.com