



SASAMANS SOCIETY

RECEPTIONIST JOB POSTING

Sasamans Society is seeking a professional well-organized, friendly individual who loves working with people to join our team to fill a medical leave. The primary objective of the Receptionist is to ensure efficient functioning of the Sasamans Society office systems and site. The Receptionist will work in collaboration with the Executive Director, Executive Assistant and Sasamans Society staff in offering administrative support across the organization.

DUTIES INCLUDE:

- Provide guests with a warm and sincere welcoming interaction when they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls in a sincere and friendly manner
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms and brochures etc.)
- Provide basic and accurate society and program information both in-person and via phone/email
- Receive, sort, date stamp and distribute mail/deliveries
- Order office supplies and necessary program supplies
- Update calendars and schedule meetings when necessary
- Arrange travel and accommodations for staff and board members as required
- Organize Board Meetings and Annual General Meetings (book venues/order food/prepare snacks etc.)
- Perform other clerical receptionist duties such as filing, photocopying, scanning, and faxing
- Supporting program staff as required
- Other tasks & duties as required

POSITION COMPETENCIES:

- Proven work experience as a receptionist
- Proficiency in Microsoft Office 365
- Must have knowledge and experience in troubleshooting technology issues
- Hands-on experience with office equipment (e.g., printers, high tech telephone system)
- Must maintain professional attitude and appearance
- Solid written and verbal communication skills required
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Must have friendly, professional customer service attitude

COMPENSATION AND BENEFITS:

- 35 hours per week
- \$23-\$25 per hour
- Extended medical and dental after successful completion of six months probationary period

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry

Please send COVER LETTER and Resume to:

Lori Bull, Executive Director
680 Head Start Crescent, Campbell River, BC, V9H 1P9
Or email lorib@sasamans.ca

Note that resumes without cover letters may not be considered

This posting will be open until a suitable candidate is found

Only shortlisted candidates will be contacted