



Mamalilikulla First Nation

168-1436 Island Highway, Campbell River BC V9W 8C9
(ph) 250-287-2955 (fax) 250-287-4655 toll free 1-888-287-2955
admin@mamalilikulla.ca

EMPLOYMENT OPPORTUNITY

ON-CALL CASUAL RECEPTIONIST

As an employee of the Mamalilikulla First Nation you will provide administrative and reception services in the Administrative office as requested.

Reporting to the Administrator, this position requires strong people skills to effectively interact and support staff, clients, organizations, and the community at large. Typical duties will include front desk customer service and reception, administrative duties, maintenance, cleanliness of the facility, and materials management.

Prior experience in an office setting with clerical or reception training preferred. The On-Call Casual receptionist will provide coverage for the Receptionist and work on an as need basis providing work coverage for vacations, sick leave and miscellaneous other. Previous experience working in a First Nation community is a plus and applicants must possess a valid BC driver's license and reliable vehicle. A Criminal Record check and Driver's Abstract is compulsory.

To receive a comprehensive job description, please email admin@mamalilikulla.ca

Please submit your resume, cover letter and references to:

Sonia Roberts, Administrator
168-1436 Island Highway, Campbell River, BC V9W 8C9
Email: admin@mamalilikulla.ca

Qualified band members will be given priority.

We thank all interested applicants, but only qualified candidates will be contacted.