



## **INTERNAL/EXTERNAL JOB POSTING: November 14, 2017**

Vancouver Aboriginal Friendship Centre Society's mission statement is to provide programs and services that will contribute to the culture, educational, social, economic and recreational development of Aboriginal People; and to support the objectives of Aboriginal self-determination.

### **JOB POSTING: Front Desk Receptionist**

#### **PRIMARY RESPONSIBILITIES:**

- Greet the public as the first point of contact for VAFCS building through telephone, email and in person
- Ability to demonstrate resilience, flexibility, a non-judgment approach, maintain confidentiality, maintain a professional attitude
- maintain and follow front desk operation manual and organization protocols
- Demonstrate STRONG office and clerical skills: proficient in Microsoft Office 2007: Word, Excel, Outlook, Publisher, and resource searches on the internet
- Record/log/distribute incoming/outgoing phone calls, mail, faxes and e-mail.
- Provides administrative support to the Executive Director as to keeping track of meeting schedule, photocopying, faxing, and monthly duties, BOD meeting packages, travel arrangements, and meeting coordination
- Assists with financial management such as log and mail outgoing cheques.
- Maintain office supplies and maintenance of office equipment for the centre staff use
- Other duties as requested

#### **QUALIFICATIONS:**

- Diploma/degree in Business Administration or equivalent combination of education and experience
- Minimum of three years of administrative work experience.
- Strong communication (oral and written) and conflict resolution skills
- Strong organizational and time management skills.
- Self-motivated: able to work independently while supporting a team environment.
- Knowledge of Urban Native Organizations and programs

#### **JOB DETAILS:**

- Schedule: full-time 9am-5pm Monday to Friday
- Expected Start Date: December 4, 2017
- Salary will be determined upon candidate experience
- require Criminal Records Check (if contacted for short list)

#### **DEADLINE to apply: Friday November 24, 2017 at Noon**

**Email:** programdirector1@vafcs.org **Subject line:** Front Desk Receptionist Job Posting or fax: 604-251-1986

**Required for complete application:** 1. Cover Letter 2. Resume 3. Two Reference Letters (most recent)

*Preference will be given to qualified Aboriginal candidates in accordance with Section 41 of the BC Human Rights Code. This position also requires BCGEU membership and applicable dues.*

*Only candidates who are shortlisted will be contacted for interview. Thank you to everyone who applies.*