



Vancouver
Aboriginal
Friendship Centre

INTERNAL/EXTERNAL JOB POSTING: REVISED July 17, 2018

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: RELIEF 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: On Call 9am-5pm Monday to Friday
- Expected Start Date: As needed with short notice as well as covering for receptions expected leave
- Salary will be determined upon candidate experience
- require Criminal Records Check (if contacted for short list)

DEADLINE to apply: ONGOING

Email: programdirector1@vafcs.org **Subject line:** RELIEF 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.