



Position Description

Receptionist

Our Vision

Ch'íyáqtel (Tzeachten First Nation) remains the keepers of our traditional territories, this responsibility being passed on to us by our ancestors and exercised through sound cultural, environmental, and socio-economic stewardship.

Position Summary

Reporting to the Corporate Services and Communications Manager, the Receptionist provides professional front-line reception, administrative, and office coordination support to ensure the smooth and effective day-to-day operation of Ch'íyáqtel. As a primary point of contact for Community members, Staff, visitors, and external contacts, the Receptionist creates a welcoming, respectful, organized, and culturally grounded environment. The Receptionist responds to inquiries, connects individuals with appropriate departments and services, coordinates pick-ups, drop-offs, mail and deliveries, and supports a range of community-facing and internal administrative functions. The role also assists with meeting spaces, office supplies, document preparation and distribution, and general clerical support, working collaboratively across departments to ensure information, requests, and administrative processes are handled efficiently, professionally, and with care.

All duties and responsibilities are carried out in accordance with Ch'íyáqtel's policies, standards, and procedures, with strong cultural sensitivity and a deep respect for Ch'íyáqtel culture, traditions, language, and protocols

Key Responsibilities

- Serve as the primary front-line contact for Community members, Staff, visitors, and service providers, providing welcoming, respectful, and professional service.
- Manage incoming calls, general inquiries, reception email, visitor sign-in, and Community member pick-ups and drop-offs, directing requests appropriately.
- Maintain day-to-day ownership of the reception area, meeting rooms, and shared front-office spaces, ensuring they are organized, stocked, tidy, and ready for use.
- Provide general administrative and clerical support, including document preparation, printing, scanning, filing, data entry, and distribution of materials.
- Receive and distribute mail, deliveries, and courier packages and coordinate outgoing mail.
- Coordinate meeting room bookings, room setup, and basic meeting support.
- Monitor office supplies, printers, photocopiers, forms, and front-office materials, coordinating restocking or service as required.
- Maintain Staff directories, routine administrative records, notices, signage, and other front-office information.
- Provide administrative and logistical support for Staff meetings, organizational events, and Community activities as required.

ACS Level 1 - \$26.02 - \$31.07

- Proactively identify and address routine front-office needs to support an organized, professional, and efficient workplace.
- Perform other related duties as assigned.

The full Job Description will be provided to the successful candidate.

Qualifications, Knowledge, Skills and Abilities

- High School Diploma or equivalent required; post-secondary education or training in Office or Business Administration is an asset.
- 1–2 years of reception, administrative, customer service, or related office experience.
- Proficiency in Microsoft Office Suite and comfort using shared drives, virtual meeting platforms, electronic filing systems, and standard office equipment.
- Excellent communication, interpersonal, and customer service skills.
- Strong organizational and time-management skills with attention.
- Demonstrated initiative, sound judgment, professionalism, discretion, and ability to maintain confidentiality.
- Ability to work independently and collaboratively in a busy environment.
- Knowledge or experience working with First Nations communities is an asset.
- Ability to provide a satisfactory Criminal Record Check.
- Valid Class 5 BC Driver's Licence and satisfactory driver's abstract, or ability to meet the transportation requirements of the position.

Working Conditions

Work is performed primarily in an office setting. Occasional evening and weekend work will be required to support organizational and community needs.

Application Deadline: August 31, 2026

Salary Range: \$26.02 - \$31.07

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Ch'íyáqtel (Tzeachten First Nation)

Attention: Jolene Irons-McDivitt, Corporate Services and Communications Manager

#100 - 45855 Promontory Road

Chilliwack, BC V2R 0H3

Email: careers@tzeachten.ca

Fax: 604-858-3382

We encourage candidates to self-identify as First Nations, Inuit, or Metis in their application. We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Ch'íyáqtel. An eligibility list may be established from this competition and may be used to fill similar permanent, temporary, term, or casual opportunities that become available within six (6) months of the closing date.