

First Nations Summit

EMPLOYMENT POSTING

First Nations Summit Receptionist

REPORTS TO:	FNS Executive Director and FNS Communications Director
TERMS:	Full-Time Employment Agreement
LOCATION:	West Vancouver, BC
HOURS OF WORK:	Monday to Friday 8:30 a.m. to 4:30 p.m.
DEADLINE:	OPEN UNTIL FILLED

Are you a people-person with exceptional organizational skills looking for an opportunity to join a passionate team?

First Nations Summit is looking for a dedicated Receptionist, like YOU, to join our growing team!

ABOUT FIRST NATIONS SUMMIT

The First Nations Summit (FNS) is a provincial First Nations organization committed to advancing discussions with the governments of Canada and BC to support First Nations in conducting their own direct treaty negotiations. The FNS provides a forum for First Nations in BC to address issues related to Treaty negotiations, First Nations Title and Rights issues, as well as other issues of common concern.

Our work involves taking a leadership and advocacy role on a full range of issues affecting First Nations, including negotiations and implementation of treaties, agreements, and other constructive arrangements, as well as day-to-day social and economic issues.

At the FNS, we offer a dynamic work environment, opportunities for professional development, and a chance to make a meaningful impact in the lives of First Nations citizens and communities. If you're passionate about driving positive change for First Nations and are looking for a rewarding career with ample opportunity to grow with us, we encourage you to join our team!

ABOUT YOU

- You're excited by the thought of having a career as a receptionist and interacting with a diverse range of people on a daily basis, while creating a warm and welcoming environment.
- You're a highly organized individual with excellent time management skills, with the ability to juggle multiple tasks and priorities in a fast-paced environment.
- You're a natural people-person with a friendly and welcoming demeanor coupled with stellar interpersonal skills and ability to diplomatically and discreetly handle sensitive information.

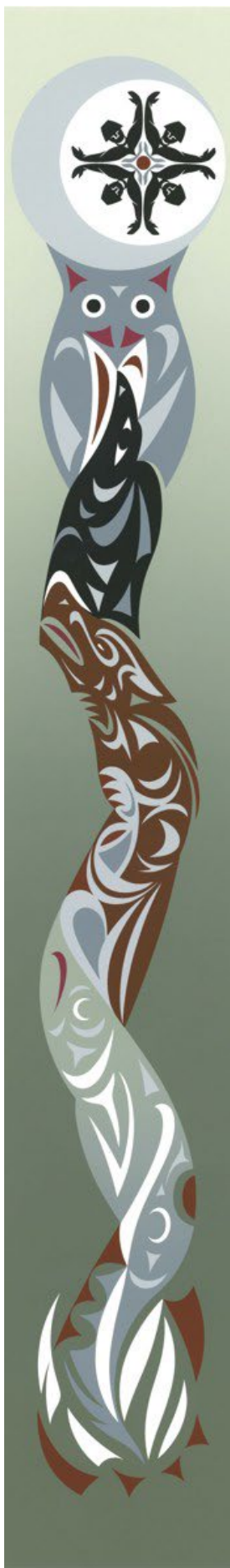
- You're passionate about what you do and are dedicated to always putting in your best efforts, no matter the task - big or small!
- You're an exceptional communicator, both in writing and verbally, with a talent for building rapport and establishing positive relationships with clients and colleagues alike.
- You're detail-oriented and resourceful with a keen eye for accuracy and precision.
- You're passionate about supporting and empowering First Nations peoples and have a desire to contribute to positive change.

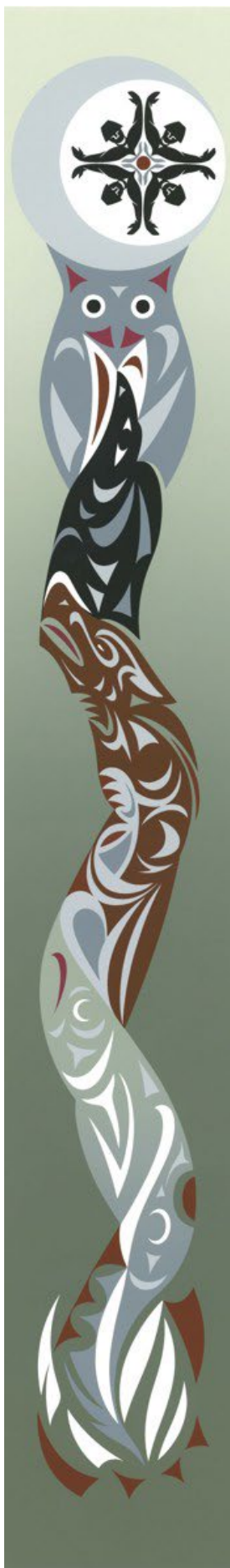
A DAY IN THE LIFE

- Foster a welcoming and productive office environment by being the first point of contact in-office and delivering excellent customer service and attending to client and FNS Executive/staff needs.
- Assist with all client correspondence by answering, screening and referring phone calls, promptly responding to inquiries from First Nations, and scheduling meetings.
- Help coordinate internally based FNS meetings and conferences by booking venues and boardrooms and securing appropriate equipment for presentations and events.
- Coordinating front-desk activities, including: receiving/sorting/distributing deliveries; taking mail/packages to the mailbox/post office daily.
- Overseeing and jumping in to support the team with various duties where necessary.
- Upkeep of the common areas (I.e., kitchen, photocopy room, storage rooms, board room and caucus room), offering coffee/tea service in FNS meeting rooms during booked events, and supply management (I.e., tracking general office supplies and ordering; monitoring mail stamping equipment; monitoring any other general office equipment; tea and coffee in the FNS meeting rooms).
- Offer general administrative support to FNS departments, such as general research, correspondence preparation, coordinating batch mail outs, and report creation, formatting, and proofreading.
- Proactively maintain up-to-date and accurate databases and track contacts across the province, including First Nations and the Provincial and Federal governments.
- Ensuring the reception area is safe, presentable and professional.

WHAT YOU BRING TO THE TABLE

- At least 2 years of experience in an administrative role with a career goal of being a receptionist.
- Technically versed in Microsoft Office (Word, Excel, PowerPoint, Outlook), SharePoint, and Adobe products.
- Excellent communication and interpersonal skills with an upbeat personality and can-do attitude.
- An eye for detail to easily catch any grammatical mistakes when editing documents and reports.
- Exceptional organizational abilities to manage competing priorities and thrive in a fast-paced environment.
- An independent collaborator that works well with others while taking the lead where needed.
- A willingness to learn and take initiative while asking questions and keeping an open mindset.





NICE TO HAVES

- Understanding of bookkeeping with experience managing financial records and transactions.
- Demonstrated proficiency in website development and design using WordPress.

OUR COMMITMENT TO YOU

We're committed to our small but mighty team and taking care of our people. In addition to joining an organization that values you, your contributions, and your growth, some of the benefits you will receive include:

- Competitive compensation package to reward your hard work and contributions.
- Extended health benefits and dental plan to value the wellbeing of you and your family.
- A fulfilling and meaningful work environment where you will have the opportunity to contribute to positive change for First Nations communities.
- A culture that values diversity and inclusion and fosters a sense of belonging for all employees.
- Collaborating alongside a tight-knit and supportive team who are passionate about what we do.
- Experience the invigorating energy of collaborating with colleagues in the office!

If you're interested and ready to make an impact on your community, apply with your cover letter and resume including references today:

careers@fns.bc.ca

To learn more about the impact you'll make, visit us at <https://fns.bc.ca/>.