

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## EMPLOYMENT OPPORTUNITY

### Temporary Receptionist

**Position:** Temporary Receptionist  
**Reports to:** Band Manager/ Finance Manager  
**Term:** Term Contract to December 13<sup>th</sup>, 2021 (35 hrs week)  
**Start Date:** As soon as a suitable candidate is found  
**Remuneration:** Salary will commensurate with Qualifications and Experience

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#### **Position Purpose**

To provide front-line administrative support for the Bonaparte First Nation faculty and community.

#### **Duties and Responsibilities**

##### **Administration/Executive Assistant**

- To open the band office for business. Greet visitors and refer them to the appropriate Department.
- Answer the telephone, take messages, or direct to Voice Mail.
- Daily, pick up and drop off band mail.
- Record and process all incoming mail in accordance with band "document control procedures", review all incoming mail daily with the Band Manager/Finance Manager, forward mail to appropriate staff.
- Ensure that all office equipment is maintained and functioning properly.
- Attend meetings as required
- Maintain office calendars, record meetings and events; coordinate boardroom booking; maintain staff "in/out" board
- Co-ordinate travel for various staff hotel booking and/or registration
- Arrange meals for meetings and events as needed; post catering bids or order and pick-up meals
- Keep a current directory of band contacts and their information as needed for members, visitors and staff
- Offer guidance and support to members or visitors with current knowledge of band programs and policies
- Maintain confidentiality of activity when necessary. Performs all duties and responsibilities in a confidential manner
- Ability to prepare and format letters, reports, spreadsheets and other documents
- Preparation/Filing/Assisting of correspondence as needed

##### **Finance**

- Receive invoices, purchase orders and cheque requisitions
- Post Invoices and cheque requisitions
- Distribute cheques via mail and in person; maintain, create and file cheque sign-out sheets
- Maintain payable filing system

##### **Communications**

- Update and develop forms, posters, and reports as needed
- Assist with the development of the monthly newsletter
- Assist with maintaining the website; keep news and events up to date

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## Competencies – Knowledge, Skills and Abilities

- Ability to interact positively with the public. Interpersonal relationship skills
- Ability to deal with diverse staff working styles and administrative needs.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, accounting, email and the internet
- Must have strong administrative, organizational and communication skills. Administrative Education an asset.
- Ability to take direction, meet deadlines and have attention to detail
- Ability to deal tactfully and effectively with members, suppliers, and co-workers and keep information confidential
- Able to effectively manage time to stay organize and on top of multiple projects and various responsibilities at once
- Current Valid BC Driver's License

The successful candidate will enjoy a competitive salary based on qualifications and experience and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

**CLOSING DATE: Wednesday, September 15th no later than 4:00 pm**

**TO APPLY: Submit resume to:**

**c/o: Human Resources**

**St'uxwtéws|Bonaparte Indian Band**

**2689A Sage Hill Road, Cache Creek, BC V0K 1H0**

**OR FAX: 250-457-9550 / EMAIL: [payroll@bonaparte.band](mailto:payroll@bonaparte.band)**

\*\* only those candidates short listed for an interview will be contacted