



Ki-Low-Na Friendship Society

Job Posting: Receptionist
Hours: Full-time (35 hours per week)
Wage: \$19.00 per hour
Posted: April 4, 2022
Closing: Open until filled

Nature of Position:

Reporting to the Executive Director, the Receptionist provides a variety of administrative services in support of the operations of the Ki-Low-Na Friendship Society. This position will provide support and relief to our full-time receptionist. The receptionist is the first point of contact for clients, vendors, and others who work with the Society.

PLEASE NOTE: Preference will be given to applicants of Indigenous ancestry. Applicants who are of Indigenous ancestry should indicate their ancestry or status in their application.

Duties:

- Maintain professional and open communication with a variety of individuals, including clients, drop-in visitors, other service providers, and government agencies.
- Unlock gates and front doors, and general opening procedures of main office at the beginning of the day.
- Lock-up and closing of the main office at the end of the day.
- Answer phones, direct calls as appropriate.
- Greet incoming visitors and clients in a friendly and professional manner and direct them to appropriate staff.
- Provide information to clients and visitors on the programs and services of the Ki-Low-Na Friendship Society.
- Help to keep lobby clean and coffee-station stocked.
- Perform clerical duties such as, but not limited to: filing; logging, sorting, and distributing mail and packages; copying; faxing; filing; and processing and logging outgoing mail and express packages.
- Manage sign-up process for events and programs.
- Maintain daily employee in/out log.
- Other duties as assigned.

Qualifications:

- Good interpersonal skills and professional telephone mannerism.
- Strong administrative/secretarial skills.
- Excellent organizational skills.
- Effective written and verbal communication skills.
- Ability to work independently or with a minimum of supervision and as part of a team.
- Knowledge of community resources and local labour market information is an asset.
- Knowledge of, and empathy for, issues surrounding homelessness, and the challenges faced by urban Indigenous peoples.
- Previous experience working for an Indigenous organization is an asset.
- Positive, client-centred attitude, and ability to work with a wide range of people.
- Must be able to maintain confidentiality.

Requirements:

- Must submit to a criminal records background check.
- Must be able to use a multi-line telephone system.
- Must be computer-literate, with a high degree of familiarity with Microsoft Office Suite, Microsoft 365, Microsoft Outlook, online research and ordering, .

Send Resumé (cover letter required) to:

Mail: Ki-Low-Na Friendship Society
Att'n: Receptionist Position
442 Leon Ave
Kelowna, BC V1Y 6J3

Email: employmentsupport@kfs.bc.ca (indicate "Receptionist Position" in subject line)

Fax: (250) 861-5514

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.