



RECEPTIONIST CLERK (HEAD OFFICE) JOB DESCRIPTION

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The primary objective of the Receptionist Clerk is to oversee front office functions by performing public relations and clerical duties, providing general MNBC information to or directing callers and clients and relaying messages to staff under the guidance and direction of the Director of Registry.

RESPONSIBILITIES

Reception / Public

- Ensure the Registry front office maintains a level of professionalism at all times
- Métis certificate printing and processing
- Answer and screen incoming calls for office staff; appropriately direct all calls and clients or relay messages promptly and accurately
- Keep a telephone log of all incoming calls
- Respond to general MNBC questions re: MNBC services & boundaries
- Record in/out whereabouts of MNBC staff
- Greet and assist visitors to the office in a friendly and professional manner

Incoming / Outgoing Mail

- Receive and record incoming mail and faxes, sort and forward to appropriate recipients
- Mail or courier correspondence and/or documents as specified
- Maintain front office filing system
- Assist ASETS Finance Coordinator with general clerical support as necessary
- Assist in creation and preparation of technical documents
- Receive & hold mail for H.R. notify H.R. upon arrival of mail for direction (in the absence of H.R. consult with the C.E.O for direction)
- Assist with Citizenship card mail outs

Office Supplies

- Maintain accurate inventory of supplies and what needs to be reordered
- Keep supplies in a neat and orderly fashion
- Maintain records and receipts for petty cash disbursed; monitor petty cash account and request replenishing

Other

- Other duties may be assigned as needed to ensure efficient operation of the organization
- Help with the distribution of completed post cards as necessary under the direction of the Director of Registry



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To apply for this position please submit your application to:

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mNBC.ca

Deadline for applications: Wednesday May 22, 2019 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.