



Tsartlip First Nation Health- Employment Opportunity

#3 Boat Ramp Rd
Brentwood Bay, BC, V8M 1N9
Phone: 250-652-4473 Fax: 250-652-8395



Job Title: Receptionist

Program/ Department: Tsartlip Health

Site: Tsartlip First Nation Health Centre

Hours of Work: Full Time, 35 hours per week. Monday- Friday (8:30-4:30)

Reports To: Manager or Designate

ROLE SUMMARY

Tsartlip Health is searching for a new team member. The health receptionist will be an integral part of our health team. This position will liaise with community members and employees, contribute to a positive work environment while upholding professionalism with each interaction.

DUTIES AND RESPONSIBILITIES:

- Greet clients and visitors with a positive, helpful attitude.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Providing excellent customer service.
- Scheduling appointments.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
- Assisting community members and visitors in finding their way around the office.
- Works closely with Medical Office Assistant (MOA) to ensure seamless client flow
- Helping maintain workplace security by maintaining confidentiality
- Preparing meeting and training rooms.
- Assisting colleagues with administrative tasks.

QUALIFICATIONS:

- Two (2) years prior experience in reception/ administration
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Excellent time management skills.
- Experience with administrative and clerical procedures.
- Willingness to contribute positively as part of a team, helping with various tasks as required.
- Works well independently and as part of a team
- Strong work ethic, level of professionalism, and understanding of confidentiality



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OTHER REQUIREMENTS

- Criminal record check will be required once hired
- First Aid and CPR C is required

Please submit resume, cover letter and references to Attn: Emily Doehnel- Interim Primary Care
Manager

#3 Boat Ramp Rd.
Brentwood Bay, BC. V8M 1N9
Email: nurse@tsartlip.com
Fax: 250-652-8395

JOB CLOSSES AUGUST 3, 2021 AT 4:30 PM

Please note, only those shortlisted will be contacted for an interview