



## Skwlax Wellness Centre

#15 1528 Little Shuswap Lake Road  
Chase BC, V0E 1M2

Phone: (250) 679 3702 Fax: (250) 679 3742

### Internal Posting

**DEPARTMENT:** Health

**POSITION TITLE:** Health Administration/Receptionist

#### EDUCATION/TRAINING

- Prefer post secondary training in health or office administration

#### EXPERIENCE

- Prefer a minimum of 3 years Office experience
- Proficiency with Microsoft Windows, Outlook, Publisher, Excel
- Prefer experience with a First Nation organization
- Experience in the health field

#### QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Reliability, integrity and professionalism
- Excellent organizational and planning skills
- Superior communication skills, both written and verbal
- Good analytical and problem-solving skills
- Flexibility and the ability to work with a number of competing demands
- Ability to organize workload and complete assignments within established deadlines with minimum supervision
- Ability to maintain and enforce confidentiality
- Strong interpersonal skills with the ability to work as part of a team

This is a casual/on call position. Start date: May 2018.

Applications to: Desira John, Health Director at Skwlax Wellness Centre fax 250 679 3742  
Email: [djohn@skwlaxwellness.com](mailto:djohn@skwlaxwellness.com)

Deadline for applications: May 4, 2018

*Only those selected to be interviewed will be contacted. No phone calls please.*