



## Little Shuswap Lake Indian Band

1886 Little Shuswap Lake Rd.  
Chase, BC V0E 1M2  
Ph: 250.679.2302 Fax: 250.679.3220

### JOB POSTING – ON CALL, CASUAL

**DEPARTMENT:** Administration

**POSITION:** On Call Reception

*Little Shuswap Lake Indian Band & Skwlax Wellness Centre*

#### EDUCATION/TRAINING

- Minimum grade 12 education
- Secretarial Training an asset

#### EXPERIENCE

- Minimum 2 years administrative experience
- Proficiency with Outlook, Microsoft Office, Publisher & Excel

#### QUALIFICATIONS, SKILLS & KNOWLEDGE

- Excellent communication skills (both written & verbal)
- Attention to detail, organized with ability to multitask and prioritize
- Flexibility and discretion in all matters
- Able to work with minimum supervision
- Should have a positive, enthusiastic and flexible attitude about your work
- Must have reliable transportation

#### Interested applicants please forward resume to:

- Mail: 1886 Little Shuswap Lake Rd, Chase BC V0E 1M2
- Fax: (250) 679-3220
- In person at Little Shuswap Lake Indian Band Reception
- Email to: Executive Assistant, Naomi August [naugust@slib.com](mailto:naugust@slib.com)

**Deadline for applications:** Open until filled