



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

Deadline for applications: Open until filled