

Job Opportunity

Job Title: Receptionist

Anticipated Start Date: As soon as a qualified individual is found.

Location: Fredericton, NB

Hours of Work: Days, based on 37.5 hrs/week

Job Description: The New Brunswick Aboriginal Peoples Council is looking for a receptionist to assist in a fast pace, high performing office, to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. Must be a team player and have a positive and upbeat personality with a can-do attitude. Ideal candidate will be an expert in multi-tasking and be the type of person that takes initiative and offers help.

Education and Skills: High School Diploma, required. Minimum of two years of experience in an office environment required. Bilingualism an asset.

Successful candidates MUST have the following:

- Exceptional organizational skills.
- Ability to prioritize tasks and manage time effectively.
- Excellent written and verbal communication skills.
- Strong work ethic.
- Attention to detail.
- Positive & professional demeanor.
- Ability to work effectively with frequent interruptions.
- Ability to work independently.
- Excellent interpersonal skills.
- Ability handle confidential and/or sensitive information on a daily basis.
- Proficiency in Microsoft Word, Excel, and Adobe.

Job Duties

- Open and close the office.
- Answer incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel and departments.
- Greet visitors/members professionally, determining the nature and purpose of visit.
- Collect, sort, distribute and prepare correspondence, mail, messages and courier deliveries.
- Create and print fax sheets, memos, mail, reports and other documents.
- Take and resolve complaints and being positive to negative criticism.
- Perform basic clerical duties, such as faxing office notes and photocopying.
- Assist with tasks as needed for the success of the organization.

How to Apply

- Prepare a cover letter describing why you are the right candidate for this position
- Attach Current Resume
- Provide References – two professional references
- **Preference will be given to individuals who recognize the Wage Incentive -- One Job Pledge program, Department of Postsecondary Education, Training and Labour.**
- Only individuals being considered will be contacted for an interview.

You can email director@nbpac.org OR drop off your application to the Director at NBAPC 320 St. Mary's Street, Fredericton, NB E3A 2S4

Deadline for receipt of cover letter, resume and references: November 28, 2017