



**Community Futures Development Corporation  
of Central Interior First Nations**  
208-345 Chief Alex Thomas Way  
Kamloops, BC V2H 1H1

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## **Employment Opportunity**

CFDC of Central Interior First Nations promotes and provides community economic development support services to First Nations people within the Central Interior area. Through our objectives the Board will facilitate improved self-performance of First Nations people in the area.

**Title:** Receptionist/Office Assistant

**Term:** Full-time position funded position to October 19, 2018. This is a training position funded by ASETS (Aboriginal Skills & Employment Training Services).

**Reports to:** Human Resources Manager

**Scope:** The Receptionist/Office Assistant is integral to the overall success of the CFDC of the Central Interior Community Futures by effectively and efficiently carrying out a variety of receptionist administrative functions. This position is new to the organization and focusses on providing excellent administrative support for the three departments while exhibiting solid customer service skills.

### **Duties and Responsibilities:**

1. Extensive scanning will be required as we transition to a digital library.
2. Meet and direct clients to the appropriate departments.
3. Provide front-desk reception duties for departmental staff.
4. Perform day to day administrative/clerical duties, including filing, photocopying, processing correspondence, emails and other documentation.
5. Provide other related duties as requested.

### **Skills & Abilities:**

1. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and internet.
2. Strong organizational and communication skills.
3. Highly reliable with exceptional work ethic.

### **Qualifications:**

1. Class 5 driver's licence preferred.
2. The employee must be aware of the sensitivity and confidentiality while balancing other work commitments.
3. Receives moderate supervision with less frequent direction and review of work performed.
4. Knowledge of surrounding First Nations organizations and territories.



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CFDC of the Central Interior First Nations, thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Office Hours are Monday – Friday 8:30AM to 4:30 PM & closed for lunch from 12:00PM to 1:00PM

**APPLICATION DEADLINE:** Thursday, April 12, 2018 @ 2:00PM

**APPLICATION PROCEDURE:** Please submit your resume and cover letter by email: [pat@cfdcfcifn.com](mailto:pat@cfdcfcifn.com) or hand delivery to **CFDC of CIFN, 208-345 Chief Thomas Alex Way, Kamloops, BC**

All interested candidates must meet with an ATEC (144 Briar Ave. /250-554-4556) Employment Counsellor to receive a “Referral Letter” from prior to applying.