

North East Native Advancing Society has a FT Term Opening Fort Nelson - Office Receptionist Trainee – 50 Week Youth Internship

The North East Native Advancing Society is a non-profit charitable organization that provides holistic human resource development programs and services to First Nation, status and non-status and Inuit persons residing in Northeastern BC. Programs are mandated through a series of contribution agreements with the federal and provincial governments to improve the quality of life of First Nation and Inuit persons. Under these agreements, NENAS is responsible for the administration, coordination and facilitation of employment programs and services.

Working under the direction of and reporting to the Society's Manager, this role will include but not be limited to:

Office Receptionist Trainee:

Reporting to the Society's Manager, this internship trainee position will include but not be limited to the following duties:

- Provide administrative support services to the society
- Maintain filing system for Society business
- Record and distribute incoming and outgoing mail
- Front desk reception, answer phone; direct calls, use telephone logs
- Greet all people visiting the office and phoning in, direct persons to appropriate contact or services and provide information
- Ensure the office is kept clean and professional in appearance and resource material is accessible and available to clientele
- Promote NENAS programs and services

The successful applicant should possess:

- Minimum Grade 12 education with some related experience
- Enjoy working with people with a strong desire and willingness to learn to work in an office environment
- Computer experience with word processing, databases and spreadsheets, including the willingness to learn and use computer programs/applications
- Maintain appearance and conduct suitable for working with the public
- Maintain filing system for Society business

This is a 50 week term trainee position. All applicants must fit NENAS funding criteria and be a youth aged 30 and under. While we appreciate all applications, only those short-listed will be contacted. **Closing Date: March 29, 2017. Please submit your cover letter and resume with references to:**

Cheryl Testawitch, Quality Assurance Officer and
Shelley Gauthier, Finance Officer
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