

**Leq'á:mel First Nation**  
**Job Description**

**Receptionist/Office Clerk:**

**Reports to: the Band Manager**

**Duties:**

1. Responsible for lock/unlock of office. Ensure that all lights and equipment are turned off before leaving the office at the end of the day. Ensuring that the safe, cabinets, cash register, windows are locked/secured and that the alarm has been set prior to departure.
2. Receive incoming calls, answering routine inquiries and transferring calls to appropriate personnel, accurately recording messages.
3. Receive clients at the reception counter, answering routine inquiries and make appointments when required.
4. Assist clients by directing them into the appropriate office.
5. "Walk-ins" are informed that appointments are necessary or they will have to wait until the individual they wish to see is available.
6. Pick up band mail every morning. Pick up parcels as required.
7. Process mail:
  - Record incoming mail
  - Stamp the date received, for invoices, date stamp the back of each invoice copy
  - Put mail into a file folder and transfer to the appropriate personnel.
  - The instructions for copying, distribution of copies and filing of the original will be noted in the top right hand corner
  - When the folder is received back carry out the instructions
8. Process faxes:
  - Keep a file of fax reports
  - Put faxes into a file folder and transfer to the appropriate personnel.
  - The instructions for copying, distribution of copies and filing of the original will be noted in the top right hand corner
  - When the folder is received back carry out the instructions
9. Collect the long distance log from all personnel. members using the phone are not monitored for long distance.
10. Request to make long distance calls by members must be authorized by the Band Manager.

11. Keep bulletin board up-to-date, post relevant material and remove outdated information.
12. Ensure that all band staff members who will be away from the office inform her of their itinerary and record the same on a chalkboard or similar system.
13. Clerical duties:
  - General office tasks
  - Search records with which to respond to inquiries
  - Word processing
13. Confection and Cigarette sales.
  - Completing sales with the cash register
  - Totaling the cash register at the end of the day, complete the deposit book
  - Transferring cash to the safe.
  - Organize the temps to shop for supplies
  - Ordering cigarettes, completing applicable government forms and do the year end inventory
14. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
15. At the end of the workday the work station must be tidy. (To allow janitors to dust.)
16. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
17. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
18. Conduct all other relevant duties as requested by the Administrative Assistant, Band Manager or Council.

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Employee

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Date