



**SQ'EWÁ:LXW**  
SKAWAHLLOOK FIRST NATION

# Career Opportunity

## Data Entry Clerk/ Receptionist

### Who We Are

Skawahlook First Nation is located on Provincial Highway #7, almost exactly between the towns of Hope and Agassiz, in beautiful British Columbia, Canada.

We are a progressive First Nation working together with our community towards our vision of a healthy, proud and prosperous community for future generations and for ourselves. In all that we do, we learn from our past, evaluate the present and envision the future.

As we work towards our community vision, realize economic development opportunities and participate in the final stages of the treaty process, Sq'ewá:lxw offers a dynamic and growth oriented work environment.

### The Position

The Data Entry Clerk/Receptionist will work on tasks as directed by the Office Manager. These tasks will include - but are not limited to data entry, electronic file management and receptionist duties and attending Sq'ewá:lxw (Skawahlook) organized events and meetings.

### Knowledge, Qualifications and Requirements

- Methodical approach to work tasks
- Strong attention to detail
- Previous experience in using scanners and photocopiers
- A positive attitude towards work and people
- Excellent concentration to be able to work repetitively on similar tasks
- Transfer data from paper formats to electronic files and store in database system
- Excellent knowledge of word processing (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and software
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- High school diploma or equivalent
- Internet knowledge
- Ability to work as a team member
- Knowledge of Aboriginal culture
- Time management and multitasking skills
- Be respectful and professional
- Self-motivated with ability to work with minimal supervision
- Strong work ethic (must be on time, reliable, and flexible)
- Valid BC Drivers Licence with a reliable vehicle

### Employment Duties

- General organizational reception duties
- Filing, answering phones, greet and assist visitors
- Data Entry and electronic file management
- Assist team members

- Maintain office space to ensure cleanliness and free from hazards
- Logistical support
- Assist and attend hall rental events when requested
- Attend Sq'ewá:lxw (Skawahlook) events as requested
- Assist with Ruby Creek Art Gallery retail sales

## Accountability and Communication Duties

- Seek guidance and support from the Office Manager
- Is accountable to the employing organization
- Directly communicate with the Office Manager
- Adhere to the Sq'ewá:lxw (Skawahlook) Governance and Human Resources Policy

## Additional Notes

- This position is 32 hours per week with an hourly rate of \$20.00. Timesheets will be required to be submitted to the Office Manager bi-weekly
- This position is temporary and will begin **May 17, 2021 and end August 20, 2021**
- This is a Summer Student Position – eligibility is for post-secondary students (those beginning or returning to post-secondary education in the Fall)
- The applicant must self identify as Indigenous or Metis.

## What We Offer

This is an opportunity to use your talents to contribute to a forward moving community. Driven by our mission, vision and values we are a cohesive team that does good work together! We offer generous compensation in addition to a compressed work week schedule and flexibility. We invite you to consider joining our team.

## How to Apply

Please send your resume and cover letter by email to Sq'ewá:lxw (Skawahlook) First Nation [info@skawahlook.com](mailto:info@skawahlook.com).

We appreciate all applicants, however, only those candidates selected for interviews will be contacted.