



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!

Casual Receptionist – Prince George

Nezul Be Hunuyeh is a Delegated Aboriginal Agency that works closely with children, youth, families, and community members to ensure holistic and culturally focused services.

We are accepting applications for a casual receptionist in the Prince George location.

Key Areas of Responsibility

- Answering and directing calls on a multiline telephone system
- Welcoming visitors in a positive and professional manner
- Assisting and working closely with the Nezul Be Hunuyeh Team

The Successful applicant will:

- Demonstrate excellent written, oral, and problem-solving skills
- Demonstrate professional reception abilities
- Be proficient in the use of computer programs in addition to interpersonal communication
- Have an understanding and appreciation of Dakelh Culture and the communities served by Nezul Be Hunuyeh
- Minimum Grade 12 education

Applicants must agree to a Criminal Record Check and have a valid Class 5 Driver's License.
Indigenous Ancestry is an Asset

Please submit resume and cover letter to:

NEZUL BE HUNUYEH CHILD & FAMILY SERVICES
PO BOX 1180
700 STUART DRIVE WEST
FORT ST. JAMES, BC V0J 1P0
TEL: 250.996.6806
FAX: 250.996.6977
EMAIL: MBRITTAIN@NBH.CA

CLOSING DATE: November 19, 2021, 4:00pm