



Lilawagila School
Dzawada'enuxw First Nation
Education

#49 U'kwa nalis Road,
Kingcome Inlet, B.C., V0N 2B0
Reception: 250-974-3047
Fax: 250-974-3008
Administration: 250-974-3049

Email: schooladministrator@kingcome.ca
emwillie@gmail.com

Receptionist/Secretary Wanted
February 2018 to June 29, 2018 and or
September 4, 2018 to June 28, 2019

Responsibilities:

-) Receptionist duties (Telephone, Fax, scan & email)
-) Secretarial duties (Staff Meeting Minutes)
-) Teachers support (Teaching assistant, prep work)
-) School support (Planning & Organizing School Events, Newsletters)
-) Ordering & receiving supplies
-) Filing
-) Inventory

Qualifications:

-) Organizational skills
-) Computer skills (Word, Excel, Newsletter, Search, Email)
-) Communications skills (Reading, Verbal, Written)
-) Interpersonal skills (students, parents, co-workers, service providers)
-) Office skills
-) Office Management Certificate or Grade 12 .
-) Criminal Records check

Work hours & Pay:

-) Mon. – Fri. 9:00 to 3:00
-) Pay depending on experience
-) 3 month probation

Position open until filled:

-) Please submit or email Resume' & Cover Letter to Emily Willie at:
-) schooladministrator@kingcome.ca or emwillie@gmail.com
-) Or fax: 250-974-300