

Full time Secretary/Receptionist Job Posting

First Nations Training & Consulting Services (FNTCS) is seeking an outgoing and dynamic full time Secretary/Receptionist to start immediately. FNTCS is a well established and growing Aboriginal business that provides training, consulting services and event planning services all across Canada.

Prerequisites:

- Minimum of 3 years office experience and Secretarial/Office Manager Training
- Knowledge of both PC and Mac hardware and software
- Knowledge of office procedures and office equipment
- Excellent organizational and office skills
- Experience in Desktop publishing and word processing
- Ability to set up and maintain an accessible filing system
- Ability to establish and maintain data bases & spreadsheets
- Ability to type at least 40 wpm
- Knowledge of First Nations, Metis and Inuit peoples
- Reliable, dependable, and courteous
- Ability to handle stress effectively
- Professional and ethical in all aspects
- Ability to work independently and part of a team
- Ability to multi-task and meet deadlines
- Ability to travel as required.

Preference will be given to Aboriginal applicants. Selected applicant must submit a Criminal Record Check. Send updated CV with references, training certificates, evaluation reports, criminal record check and cover letter by fax to:



First Nations Training & Consulting Services
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Web Site: www.firstpeoplescanada.com

Deadline: 12:00 pm - Thursday September 11, 2008