



Receptionist

Three Corners Health Services Society is currently recruiting for a full-time Receptionist to work within a term position of up to 10 months. The successful candidate will be self-motivated, personable, and detail oriented.

Qualifications and Skills

- Certificate in business administration
- Excellent written and oral communication skills
- Ability to be resourceful and proactive
- Ability to work independently and as part of a team
- Valid Driver's License and own vehicle
- Experience working with First Nations communities considered an asset

Requirements

- Criminal record check
- Valid class 5 drivers' license and own vehicle

Please submit Resume with Cover Letter and names of Previous Supervisors for reference to:

Lori Sellars, Executive Director
Three Corners Health Services Society
150 North 1st Ave, Williams Lake BC V2G 1Y8
Email: reception@threecornershealth.org
Fax: 250-398-9824

Closing Date: November 8, 2018

Thank you to all interested applicants, however, only those selected for an interview will be contacted.