



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Receptionist / Director of First Impressions

<b>Job ID</b>	<b>D9-53-FC-78-3E-71</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D9-53-FC-78-3E-71">https://careers.indigenous.link/viewjob?jobname=D9-53-FC-78-3E-71</a>	
<b>Company</b>	Urban Systems	
<b>Location</b>	Kamloops, British Columbia	
<b>Date Posted</b>	From: 2019-03-20	To: 2019-04-03
<b>Job</b>	Type: Full-time	Category: Office
<b>Languages</b>	English	

### Description

#### About the Opportunity

The first point of contact for clients and staff coming to our Kamloops office is our Director of First Impressions (or Reception). This is a full-time position that is responsible for welcoming our visitors and supporting staff. Do you have a positive attitude, the ability to catch on quickly and think on your feet? If you are highly organized, have a strong understanding of MS Office and enjoy working with people, we want to hear from you! In this role you will play a key part of supporting our Urban Systems community and put your skills to work to assist our business in the following ways:

Welcoming clients, guests and staff

Financial administration such as bank deposits, accounts payable invoice coding, petty cash and Visa reconciliation

Meeting and travel coordination

Calendar management

Office supply and production room maintenance, couriers and mail delivery, and organization of common areas

Security orientation and parking

Office events such as weekly donut days, monthly cake days and other milestone celebrations

Administrative support to staff such as document production, formatting, printing, binding and scanning

Other related duties and office errands as required

#### About You

Our ideal candidate will be a proactive and energetic self-starter who is committed to providing outstanding service both to our internal team of over 100 people and to Urban Systems's™ clients. In addition, our preferred candidate will be a graduate of a relevant post-secondary program (e.g., office administration) with at least one year of experience in a professional office environment in a similar capacity. Essential skills and abilities for this role are:

Working with people gets you energized and enthused – you can build rapport with different types of people quickly

Proactive and anticipatory – the ability to understand, anticipate and find innovative solutions to meet the needs of our people

Strong service orientation – responding to requests efficiently and effectively, ability to take ownership and initiative

Strong word processing skills – knowledge of MS Office

Basic knowledge and aptitude for financial administration and accounting principles

Hard working and self-directed

Well organized and possess the ability to multi task effectively

Ability to be flexible in the face of changing demands

#### About Us

Recognized as one of Canada's™ top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 400 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

#### Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

Challenging and interesting project opportunities

A fun workplace, where hard work accomplishes great things

The opportunity to work with industry leading professionals in a collaborative environment

Ongoing career development and learning

Meaningful rewards and recognition

### How to Apply

If this describes your background, your skills and your natural talents, please check out our website for more information and submit your resume and covering letter along with a completed Candidate Questionnaire (available for download on our site).

Deadline for applications: Wednesday, April 3, 2019.