

N'QUATQUA

120 Casper Charlie Place
P.O. Box 88
D'Arcy, BC V0N 1L0
Phone (604) 452-3221
Fax (604) 452-3295



Job Posting **Receptionist**

N'Quatqua is looking for a dedicated individual to fill this position.

DUTIES

- Answering phones
- Taking and relaying messages
- Checking emails
- Utilizing copy / fax machine
- 2 way radio communication
- Filing and organizing
- Sanitizing work area(s)

SKILLS & QUALIFICATIONS

- Exceptional communication skills (oral and written)
- Ability to work independently as well as in a supervisory role
- Excellent time management skills

Please forward resume, cover letter to:
Chantel Thevarg Chantel.Thevarg@nquatqua.ca
Or drop off at N'Quatqua office before August 24, 2023