



Wei Wai Kum

Wei Wai Kum First Nation Job Opening

Casual/On-Call Receptionist

This is a Permanent Casual/On-Call position. As reception is an essential function of our organization, maintaining consistent front-desk coverage is critical for our daily operations. We are seeking a flexible individual to provide reception coverage during employee absences, including sick leave, vacation leave, training, and other periods when regular reception staff are unavailable.

Wage: \$21.00 – \$24.29

Type: Casual On Call

Hours: 21 hours per week

Location & Work Environment: This position is based at the WWK Administration Office in Campbell River, located on the beautiful unceded territory of the Ligwítłaxw people.

Reports to: Executive Director

Why this role matters

This role is essential to creating a welcoming, professional, and responsive experience for community members, visitors, staff, and partners. As one of the first people individuals interact with when contacting or visiting Wei Wai Kum First Nation, you will contribute to fostering positive relationships through respectful communication, attentive service, and a commitment to community values.

What You'll Be Doing

As the first point of contact for community members, staff, and visitors, you will support positive relationships through attentive service, clear communication, and responsive administrative support. You will contribute to a smooth day-to-day operation of the organization while upholding community values, supporting collaboration across departments, and ensuring a professional and inviting front-desk presence.

Reception & Front Desk Support

- Unlocking the Administration Office prior to opening and ensuring the building is locked at closing time.
- Answering telephone calls and directing the calls to the appropriate staff members.
- Receiving visitors to the Administration Building and assisting them as required whether by directing them to staff members or providing information.



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- Receiving incoming emails and ensuring they are directed to the appropriate staff members.
- Processing incoming and outgoing mail and replenishing postage meter.
- Preparing courier envelopes and arrange for pickup.
- Installing a new server backup tape daily.
- Keeping the reception area clean and clear of outdated materials.
- Ensuring there are coffee-making supplies available, refrigerators are stocked and healthy snacks are available for staff.
- Assist with filing when possible.
- Responsible for stationary ordering, stocking and maintaining inventory.
- Serving as the designated back-up for the Receptionist during absences, breaks, or peak office periods.
- Maintaining a welcoming, professional, and culturally respectful environment at the Administration Building front desk.

Qualifications:

- High school diploma or equivalent required; post-secondary coursework in office administration is an asset.
- 1–2 years of clerical, reception, or administrative support experience preferred.

Experience:

- Strong organizational, problem-solving, and multitasking abilities.
- Attention to detail and accuracy in clerical work.
- Flexibility to support various departments and adapt to changing priorities.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and general digital tools.
- Ability to work independently and maintain confidentiality.
- Familiarity with Indigenous governance and experience working with First Nations communities is preferred.

What We Value

At Wei Wai Kum, we lead with heart, integrity and purpose. We believe in:

- Professionalism with compassion
- Transparency in decision-making
- Empowerment of our team and members
- Cultural awareness and lifelong learning

The Wei Wai Kum First Nation is committed to respecting diversity within our workforce; preference will be given to qualified individuals who identify as First Nations, Inuit or Metis.



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How to Apply

If this sounds like the opportunity for you, please submit your cover letter and resume to Careers@weiwaikum.ca

Closing Date: July 10, 2026

While we thank all applicants for their interest, only those shortlisted will be contacted.

For more information about Wei Wai Kum First Nation, please visit www.weiwaikum.ca