



Lytton First Nation

Job Posting: Receptionist

Location: Lytton, BC
Position Type: Full-Time

About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'kemsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and wellbeing of our Nation.

About the Role

The Receptionist serves as the first point of contact for LFN and provides comprehensive reception, administrative, and secretarial support to the Administrator and Program Managers.

This role is essential to maintaining professional front-line service, effective communication, organized records, and smooth daily office operations. The position requires a high level of confidentiality, strong organizational skills, and a respectful, community-focused approach.

What You Will Do

As the **Receptionist**, you will:

- Provide professional front-line reception services, including greeting visitors and directing inquiries
- Answer and manage incoming phone calls, take messages, and respond to general inquiries
- Provide confidential administrative and secretarial support to the Administrator and Program Managers
- Manage incoming and outgoing mail, faxes, and general correspondence
- Prepare and respond to correspondence for staff, membership, and the public
- Maintain organized filing systems, administrative records, and office calendars
- Coordinate meeting logistics, room bookings, and equipment reservations
- Support daily office operations, including ordering supplies and maintaining shared spaces
- Keep bulletin boards and public information up to date
- Assist with special events, emergency administrative needs, and approved weekend duties
- Supervise and train relief reception staff as required

What You Bring

- Previous experience in reception or administrative roles
- Combination of education, training, lived experience, and work experience will be considered
- Proficiency in Microsoft 365 applications (Word, Excel, Outlook)
- Experience using office equipment such as photocopiers, fax machines, and telephone systems
- Experience managing difficult or confrontational situations (or willingness to receive training)
- Experience working in a First Nation environment is preferred
- Strong organizational, communication, and interpersonal skills
- Ability to handle confidential information with discretion and professionalism
- Understanding of First Nations services, cultural humility, and community-based approaches

- Knowledge of Nlaka’pamux culture, community values, and local context is an asset
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Additional Requirements

- Ability to maintain confidentiality and professional boundaries
 - Valid BC Driver’s License, and access to a reliable vehicle
 - Clear Criminal Record Check
 - Two business references (must include a direct supervisor)
 - Commitment to ongoing training and professional development
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Why Join Us?

Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

How to Apply

jobs@lfn.band or in person at the LFN Administration Office

Resume, cover letter, and business references

(250) 455-2304

www.lfn.band

Position is Open Until Filled

