

We are hiring 2 full time positions!

Receptionist / Information Officers

Business Incubator located in the Lytton Resiliency Centre

The Receptionist/Information Officer is responsible for providing reception support.

- Must have good communication skills.
- Strong computer skills.
- Keeps the Business Incubator organized.
- Maintains safe and clean area by complying with procedures, rules, and regulations.
- Resourceful and proactive, able to deal with issues as they arise.
- Schedules appointments for the use of equipment
- Maintains the office equipment, and schedules equipment service and repair.
- Assists in the research of information, and compiles statistics.

To be eligible for this position, Applicants must be eligible through ASETS



Eligibility will be confirmed to the right to funding for First Nations status, non-status First Nations individuals who are encountering barriers to securing and/or maintaining employment, and

- Individuals must reside within the ASETS catchment area.
- Are unemployed or under-employed (working less than 20 hrs/week).
- All individuals applying for the following programs are required to obtain a program referral from an ASETS employment counsellor in order to be considered.
- Eligibility will be confirmed at intake appointment. Clients will then receive a referral if deemed eligible.
- The client referral will determine eligibility for funding and that training is in line with the clients' career goals/interests.

TO CONFIRM ELIGIBILITY CONTACT:

Ashlene Minnarriet / Certified Career Development Practitioner - ASETS West

Phone: 250-453-0093



Community Futures Sun Country

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