




Work Opportunity: Ha-Shilth-Sa Relief Position – Client Services Representative



Nuu-chah-nulth Tribal Council's Ha-Shilth-Sa Department is looking for a dynamic and organized individual to provide relief support. This requires a combination of detail-oriented attentiveness, creativity and the ability to adapt to the constantly changing demands of assisting in the operations of the Ha-Shilth-Sa newspaper.

The relief position entails fulfilling some of the existing duties of the client services representative, which includes:

- Responding to requests for information from clients, the public or other individuals about the products and services of the Ha-Shilth-Sa department
- Ensuring insertion orders are complete and submitted to accounting along with tear sheets;
- Compose and type correspondence
- Sending the paper to the press for printing
- Filling out cheque requisition for freelance reports and photographers
- Archiving and adding back issues to Issuu.com
- Keeping the subscription template up to date (adding and deleting subscriptions)
- Billing paying subscribers
- Collecting from overdue paying subscribers
- Printing and preparing labels
- Electronic booking of Canada Post
- Organizing label day – booking the boardroom, hiring labellers
- Labelling and delivering the labelled newspapers

A successful candidate will possess the following:

- High school diploma/GED and an interest in generating sales leads and assessing customers' needs to achieve satisfaction
- Strong communication skills over the telephone
- Knowledge of computerized word processing and other office equipment
- A driver's license
- Clean criminal record

The position is situated in Port Alberni and will report to the Ha-Shilth-Sa editor. Training for this relief position will be provided. Interested applicants can contact Eric Plummer, Ha-Shilth-Sa editor, at extension 243 or Eric.Plummer@nuuchahnulth.org.

Apply by **July 28, 2018** by sending your cover letter, three references (available to contact) and resume to:



Nuu-chah-nulth Tribal Council

P.O. Box 1383

Port Alberni, BC V9Y 7M2

Attn.: Human Resource Manager

Fax: (250) 723-0463

Email: apply@nuuchahnulth.org

(We regret that we will only respond to those applicants chosen for an interview)

Nuu-chah-nulth Tribal Council