

Receptionist/Administrative Assistant #2026-031

Location Connexus Main Office, Vanderhoof, BC (Fort St James Office for holiday coverage as needed)

Hours of Work: 37.5 hours per week, Monday to Friday, 8:30am to 4:30pm,

Posting Date: July 23, 2026,

Closing Date: Until Filled

Start Date: ASAP

Salary: \$24.34 – \$27.88/hour as per CSSEA & CSSBA Collective Agreement (JJEP Grid Level 5)

Job Summary

Connexus Main Office: As the first point of contact for Connexus Community Resources, you will create a welcoming and professional experience for clients, families, visitors, and staff. This fast-paced role combines exceptional customer service with a variety of administrative responsibilities to support our programs and team. We're looking for someone who is personable, organized, adaptable, and enjoys working with people and thrives in a fast-paced environment while confidently managing multiple priorities.

We are Looking For Someone Who:

- Enjoys working with people and provides exceptional customer service by creating a warm, welcoming, and professional experience for clients, families, visitors, and co-workers.
- Communicates clearly and confidently, both in person and over the telephone.
- Can effectively prioritize and manage multiple tasks in a fast-paced office environment.
- Is organized, dependable, and pays close attention to detail, comfortable learning new systems.
- Treats everyone with dignity, respect, and compassion while maintaining confidentiality.

Qualifications & Experience:

- Grade 12
- Six (6) months recent related experience, or an equivalent combination of education, training, and experience
- Excellent customer service, communication and interpersonal skills, with proficiency using Microsoft Word, Excel, Outlook and data entry systems.
- Must be sensitive to and respectful of cultural differences, differences in socio-economic status and lifestyle diversity. Must be non-judgmental.
- Knowledge of relevant socio-historical events relevant to Indigenous culture.

Required:

- Criminal Record Check clearance
- This position requires union membership.

Our Commitment to You:

We make significant investments in our people, which is why we take great care to hire those who we believe will thrive at Connexus. As a Connexus Team member, you can expect to be treated with dignity and respect, to be challenged with your work, and to have the autonomy necessary to excel. Our progressive and unique culture sets us apart and provides:

- Benefits for full-time: Extended Health, Dental, Pension Plan, Paid Sick Days, LTD, Vacation 3 weeks + more
- Connexus is an equal opportunity employer committed to hiring a diverse workforce.

How to Apply:

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

Via email: careers@connexus.ca

Vanderhoof

PO Box 1249, 157 W. Victoria St. Vanderhoof,
BC V0J 3A0
Phone: 250-567-9205
Fax: 250-567-3939

Fort St. James

PO Box 1146, 349 Stuart Dr.
Fort St. James, BC V0J 1P0
Phone: 250-996-7645
Fax: 250-996-7647

Fraser Lake

298 McMillan Avenue
Fraser Lake, BC V0J 1S0
Phone: 250-567-9205
Fax: 250-567-3939