



# Carrier Chilcotin Tribal Council

59 – 1<sup>st</sup> Ave South | Williams Lake BC V2G 1H4

Phone: (250) 398-7033 Fax: (250) 398-6329

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## Administrative Assistant

Posted September 11, 2017

**Overview:** 28 hours per week Monday through Thursdays starting as soon as possible. Wage to be determined based on qualifications and experience. Drivers Licence and abstract are not required.

**Job Description** - Carrier Chilcotin Tribal Council (CCTC) is seeking to hire an Administrative Assistant to support Operations. This position will work out of the CCTC office located at 59 First Avenue South, Williams Lake BC.

The position is responsible to assist in coordination of meetings, administrative and reception duties. In addition, the position relies heavily on confidentiality, good organizational, communication and interpersonal skills, as it is a requirement for this position. The candidate must have a demonstrated ability to independently when required, however; is also easily adaptable to coordinate with others on projects. The successful candidate must possess a recognized post-secondary degree, diploma or certificate in office/administrative management/assistance (an acceptable combination of recent related work experience and education will be also considered). Required 3 to 5 years' recent experience working as an Administrative or Office Assistant or 1 to 3 years' experience working for a First Nation government, business or organization.

**Abilities & Skills** - The candidate must have a demonstrated ability to work independently as well as part of a team. Highly organized and able to work with minimal supervision to meet deadlines. Should demonstrate excellent verbal and written communication skills and must possess excellent interpersonal skills. Possess the ability to network, build effective relationships, communicate appropriately and represent the CCTC at meetings and other gatherings. Should have good knowledge of Carrier and Chilcotin communities, organizations, culture and traditions.

**Essential Functions and Duties** - Provide administrative support to the Executive Director. Will also provide administrative support for other CCTC staff as approved by the Executive Director. Provide support with regards to Operations to the Staff in a professional and

confidential manner. All Office receptionist duties and key person for initial contacts to CCTC from the public. Answer phones and respond to emails and preparation of purchase orders. Photocopying, filing, faxing, payable mail-outs, files and retrieves correspondence, records and other documents as requested. Coordinate calendars, book travel itineraries and maintains associated records for staff. Initiates, composes and accurately types correspondence and administrative documents according to established guidelines. Send out notices for Director Meetings, prepare all meeting requirements. Maintains good rapport within the organization, First Nations communities and the general public by being courteous, cooperative and conscientious. Assess filing needs and maintain well-organized filing and record keeping systems. Ensure that webpage is up to date and report updates to supervisor. Assist in developing job posting & advertisements for employment opportunities.

**How To Apply** - If you are qualified and want to become part of the CCTC team, please email your cover letter, resume and three professional references (in Word or PDF format) in confidence by **12:00 pm Pacific Standard Time, Friday, September 22, 2017** to the attention of Bert Groenberg, Operations Officer (please quote CCTC Administrative Assistant position cover letter and include “Self-Identified”, if you are voluntarily identifying yourself as First Nations or Aboriginal). Email [b.groen4@carrierchilcotin.org](mailto:b.groen4@carrierchilcotin.org).

No applications accepted beyond the closing deadline. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided. Position is dependent upon funding. All applicants must be eligible to work in Canada.