



Carrier Chilcotin Tribal Council

59 – 1st Ave South | Williams Lake BC V2G 1H4

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

Administrative Assistant Job Posting

Posted	November 19, 2018
Employer/Company	Carrier Chilcotin Tribal Council
Website	http://carrierchilcotin.org/job-postings/
Contact Person	Tammy Keith email: execassist@carrierchilcotin.org
Address	59 First Avenue South Williams Lake, BC V2G 1H4
Positions available	1
F/T	5 days a week/35 hours per week
Start Date	As soon as possible
Salary Range	\$16 per hour (based on qualifications).
Benefits	Available
Closing Date	<i>December 3, 2018 - 12:00 PM Pacific Time</i>
Driver's License	<i>Required</i>
Driver's Abstract	<i>Required</i>
Police Info Check	<i>Required</i>

Position Overview

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 work independently when required, however; is also easily adaptable to coordinate with others on projects.

Essential Functions and Duties

- Provide administrative support to the Operations Manager / Business Manager. Will also provide administrative support for other CCTC / SDNA staff as approved by the Operations Manager / Business Manager.
- Provide support with regards to operations to the staff in a professional and confidential manner.
- Preparation of purchase orders – need to be familiar with project codes and vendors
- All Office receptionist duties such as answering phones and the key person for initial contacts to CCTC / SDNA from the public.
- Photocopying, filing, faxing and record incoming and outgoing mail
- Classifies, sorts, files and retrieves correspondence, records and other documents as requested
- Serve as back-up coordinator of calendars, book travel itineraries and maintains associated records for staff;
- Initiates, composes and accurately types correspondence; edits for content, context, accuracy, consistency and the use of proper spelling, grammar and punctuation.
- Send out notices for Director meetings, prepare meeting agenda for staff meetings, prepare meeting packages, take minutes of staff meetings, circulate draft minutes to members (amend if necessary) and include final signed versions of minutes in minute book
- Maintains good rapport within the organization, First Nations communities and the general public by being courteous, cooperative and conscientious.
- maintain well organized and accessible filing and record keeping systems and provide input into development and implementation of central filing system
- Monitor website to ensure it is up to date; report updates to Operations Manager / Business Manager
- Other duties requested by Operations Manager / Business Manager including light cleaning the building and property if so directed.
- Work with staff to compile Annual Report
- Make weekly briefing report to Operations Manager / Business Manager; meet with Operations Manager / Business Manager weekly on administrative matters.

- Performs other duties as required from time to time to maintain a safe workplace such as but not limited to light cleaning, and front door snow removal

Qualifications – Education and Experience

- Possess a certificate in office/administrative management/assistance or equivalent; a diploma is considered an asset.
- Minimum three to four years' experience in related work
- May be requested to do an exercise as part of the interview

Required Knowledge and Competencies

- Strong computer skills in Word, Excel, Access, and Power Point
- Working knowledge of administrative assistant practices
- Excellent organizational and coordinating skills
- Solid verbal and written communication skills
- Working knowledge of information management systems
- Adept at working cooperatively as a member of a team, and also proven ability to work independently with minimal supervision

Other Requirements

- Willingness to travel (short-term duration).
- Valid BC driver's license and access to a reliable insured vehicle.

Contact Information

A cover letter is required to detail how you meet the qualifications and competencies described above. Please email the cover letter and a current resume to Tammy Keith at execassist@carrierhilcotin.org by December 3, 2018, 12:00 PM. No phone calls please.