



Little Shuswap Lake Indian Band
1886 Little Shuswap Lake Rd
Chase, BC V0E 1M2
Ph: (250) 679-3203 Fax: (250) 679-3220

JOB POSTING

DEPARTMENT: ADMINISTRATION
POSITION: ADMINISTRATIVE ASSISTANT

Reporting to and under the direction of the Band Manager, the Administrative Assistant is responsible for providing administrative and clerical support to the Band Manager and Chief & Council.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews and forwards all emails and correspondence to the appropriately;
- Schedules, updates and maintains calendar schedules, meetings, workshops and conferences for the Band Manager and Chief & Council members;
- Organizes and types memos, letters and documents as directed by the Band Manager;
- Plans and provides secretarial support for meetings, including preparation of agendas, recording and preparation of minutes, coordination of delegations to Council;
- Prepares notices and documents for meetings of Council, committees and community functions as needed;
- Schedules and coordinates all travel and hotel requirements, including travel reimbursements for the Band Manager and Chief & Council;
- Attends and takes minutes at all Chief and Council meetings;
- Advises Receptionist of Chief & Council schedule, as provided by each member.

KNOWLEDGE AND SKILLS

- Minimum of grade 12 or equivalent
- Secretarial/Office Administration Certificate or practical experience
- Ability to deal in a positive way with co-workers, clients and community members: i.e. respectful, patient and good humored
- Punctuality, reliable attendance at work, and ability to work to deadlines
- Knowledge and experience in developing correspondence, reports and taking minutes
- Knowledge of computers (Micro Soft products) or equivalent software and office equipment
- Good verbal and written communication skills
- Must have driver's license and own reliable vehicle

If you possess the necessary qualifications and skills, please forward your cover letter, resume and salary expectations, in the strictest confidence, by April 14, 2017 to:

Human Resources Department
1886 Little Shuswap Lake Rd.
Chase, B.C., V0E 1M2
Email: bgallis@lslib.com
Fax: (250) 679-3220

Please insert Administrative Assistant into email subject heading