



Employment Opportunity

ADMINISTRATIVE ASSISTANT

Reference No. ADM-ADM-ASST-0819

Purpose: Reporting to the Office Administrator, Cowichan Tribes is seeking a skilled professional to provide clerical, administrative and records management support to the Administration team ensuring our services are completed in an effective and efficient manner involving material of a confidential and sensitive nature. This is a fulltime permanent position.

Responsibilities:

- Prepare and edit a variety of documents, such as council correspondence and or reports for the Office Administrators review and approval
- Manage the flow of information, ensuring pressing issues are brought to the attention of the Office Administrator
- Manage, track, and distribute a variety of internal paperwork, such as finance, and HR documents
- Support the Office Administrator in a variety of clerical duties such as copying, filing, scanning, and / or binding
- Receive and pass on messages to employees and / or council
- Record and transcribe meeting minutes for Council and / or committee meetings as needed
- Coordinate and communicate community and department event details
- Coordinate meeting details for Council
- Coordinate travel, accommodations, and reimbursement for Council and /or staff
- Track and reconcile various payments, and financial documents including monthly newsletter payments
- Cover for the Office Administrator and other clerical staff as needed
- Assist with updating and tracking staff sign in/ sign out and attendance sheet
- Order or pick up office supplies for the department when needed
- Other related duties as required

Education and Experience: *(Please attach all corresponding documents)*

- Completion of Grade 12
- Certificate or Diploma in Office Administration or related program is required
- Proficiency in Microsoft Office Suites programs
- Minimum 3 - 5 years' clerical experience required
- Minimum class 7 (N) driver's license required. Please provide photo copy of license with application

Skills, Knowledge, and Abilities:

- Ability to maintain strict confidentiality and sensitive information
- Ability to organize, take initiative, and strong attention to detail
- Well-developed written, oral, and interpersonal communication skills
- Well-developed time management with the ability to multitask different tasks simultaneously
- Excellent knowledge of Cowichan Tribes organization, services provided, and community
- Knowledge of Microsoft Office programs and well developed ability to compile, prepare and type a variety of materials with skill and accuracy
- Knowledge of Cowichan Tribes programs, language, culture, customs, and traditions

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. ADM-ADM-CLE-0819

Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Wednesday, September 11, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.