



Employment Opportunity **Tobacco Tax Clerks (2)** Reference No. MEM-TOB-TAX-0919

PURPOSE: Reporting to the Membership and Registry Administrator, the Tobacco Tax Clerks will be responsible for the preparation, processing and distribution of the 2019 Tobacco Tax. **There are two (2) full-time term positions available.**

RESPONSIBILITIES:

- Provide a variety of administrative support to the Tobacco Tax program;
- Apply the Tobacco Tax Distribution policy consistently;
- Assist and support clientele in completing Tobacco Tax applications; respond to inquiries related to Tobacco Tax / or related issues;
- Compile, review and process community members' tobacco tax applications; file appropriately;
- Perform all clerical duties related to the tobacco tax program including drafting memos and letters, answering telephone calls, photocopying, faxing, filing; receive, sort and distribute mail;
- Refer clients to internal and external resources when appropriate;
- Ensure compliance of the program with all internal and external policies and procedures;
- Other related duties.

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Grade 12 or equivalent;
- 1-2 years of related experience; a combination of experience and education will be considered;
- BC Driver's license an asset.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of the Cowichan community required;
- Demonstrated knowledge of Microsoft Office Suite programs;
- Ability to maintain strict confidentiality;
- Ability to work in a fast paced environment with strict deadlines
- Well-developed written, oral, and interpersonal skills;
- Organizational skills and a high attention to detail;
- Knowledge of internal and external community resources;
- Knowledge of Cowichan Tribes Membership and Tobacco Tax;
- Knowledge of Cowichan culture, customs, and traditions;
- Knowledge of Child & Family Services court order terminology an asset.

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. MEM-TOB-TAX-0919

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. Monday, September 23, 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.*